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1914-1915

Ninth and Tenth Annual Reports

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of the

State Civil Service Commission

State of Illinois



1914-1915

Ninth and Tenth Annual Reports

of the

**State Civil Service Commission
of Illinois**

To the Governor

**For the Periods from January 1, 1914, to December 31, 1914, and
from January 1, 1915, to December 31, 1915**

[Printed by authority of the State of Illinois.]



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COMMISSIONERS.

JAMES H. BURDETT.

A. B. CULHANE.

WILLIAM B. MOULTON.

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REPORT OF THE COMMISSION FOR 1914.

December 31, 1914.

Hon. Edward F. Dunne, Governor of Illinois.

DEAR SIR: The State Civil Service Commission respectfully submits its ninth annual report for the year ending December 31, 1914.

In this, the fourth year of the amended Civil Service Act covering State departments, and the second year of Your Excellency's administration, a better understanding of the law by the public and department heads contributed to make the work of the commission pleasanter and to assist its progress.

By its decision in the case of *Sellars v. Brady et al.* in which the constitutionality of the Civil Service Act was attacked upon multitudinous grounds, the Supreme Court for the second time held the law to be valid. The opinion in the *Sellars* case is so sweeping and the points decided so numerous, it would seem that this question is settled for all time and that never again can the constitutionality of the statute be called in question.

In so definitely dissolving all doubts as to the permanency of the law and the validity of acts performed under it, the decision noticeably strengthened the authority of the commission and helped to make the year one of progress by enabling us to undertake improvements with confidence of their stability and by assuring us the cooperation of administrative heads. Our chief accomplishment in consequence has been a revision of our classification and the adoption of a new method which we are confident from nearly a year's experience will soon recommend itself to others.

THEORY OF CLASSIFICATIONS.

Civil service laws generally require that commissions shall classify positions with reference to examinations. In England, whence our first civil service methods were derived, examinations were formerly, and still are largely, educational, and positions were classed according to the degree of education needed to enter them. Candidates were not expected to know the practical work of government offices; they were admitted to be trained in service. Thus in one grade were positions for which a university education was required; and in another grade positions for which a secondary school training was sufficient. The first classification of the United States Government service was made on the same method and the first examinations were not practical but educational.

The plan of testing an applicant's ability to sort mail by examining him in common school subjects, however, met with great criticism in this country and gradually the policy of all commissions has changed. Examinations have become practical, based upon the duties to be per-

formed. Recent laws, our own for one, have made this a requirement. This of course has increased the number of examinations and has changed classifications. When it was only necessary to examine applicants to determine their education, and to classify positions according to the degree of education needed to learn and perform their duties, only a few grades were needed and a few examinations. But when examinations became practical, based upon the duties to be performed, then as many examinations and as many grades were necessary as there were distinct positions or groups of positions. From being simple, classifications became complex, and it was natural that this complexity often produced vagueness. Especially was this true with newly created commissions, some of which seemed not to understand clearly the purpose of classification. In some jurisdictions classifications, as recorded and published, have had little relation to examinations, with which they should be solely concerned. Of this description are so-called classifications based on salaries. In one group or class are placed all places paying \$3,000 a year or more. What kind of practical examination could be held which would test at once the relative merits of applicants for head physician, and chief accountant, both paying \$3,000 a year and placed in the same class because of that sole similarity? Of course no such examination was ever attempted. Examinations proceeded without reference to the recorded classification which was thus without value and served only to confuse. The real classification in such a case was to be found in the examination calls.

SIMPLEST METHOD IS BEST.

Critics of civil service administration quickly pointed out the fallacy of salary classification and laid down the principle that the grade, like the examination, should be based upon duties. But a great divergence has existed in applying this principle. In our opinion the most prevalent fault has been a tendency to classify a complex service by a complex method. The most useful purpose of a classification is to indicate for each position the examination which will be held for applicants, the eligible list from which vacancies will be filled. This is best accomplished by a simple list of distinct groups of positions in each group being included those so similar that a single examination and eligible list will serve for all. It was thus the first classifications were made, and the fact that instead of two or three groups we now have hundreds should not justify greater complexity of method; it should rather enforce simplicity. This we have attained, we believe, by arranging in alphabetical order our list of distinct groups of positions, each group under our law being a separate grade. The title of each group or grade we are authorized by law to designate and under this title it is placed. Following the title of each grade are published the age limits, maximum and minimum pay and a statement of duties (all of which we are required by law to record) with the examination requirements, which are published for the information of examiners and applicants.

In our alphabetical list of grades there can be found for any given position all the information concerning its duties, compensation and examination requirements which our records afford. Few classifications, we believe, are so serviceable and accessible.

PROMOTIONAL LINES FIXED.

Promotional examinations are required by our law, and we must designate lines of promotion. We select those grades which we consider to form a promotional group by reason of similar duties, so that experience in one would fit an employee to serve in a higher grade in the same group. Each grade in such a group is placed in a rank, according to degree of authority and responsibility. Rank I is the lowest. The group is called a promotional class and vacancies in a grade in any rank above Rank I are filled by promotional examinations open to employees in any grade of the same or next lower rank, in the same class. We have twenty-six promotional classes which do not embrace all the grades in the service. Those grades which do not fit into lines of promotion are not included in promotional classes.

With the alphabetical list of grades and the promotional classes, our classification is simple and complete. Its purpose and method are apparent at a glance to everyone, and its information is so accessible as to have reduced by a large proportion the correspondence formerly necessary to explain about duties and examination requirements. The classification method which we discarded sought to divide the whole service into general divisions, such as inspection service, office service, custodian service, etc., a division which accomplished no useful end, and only increased complexity. We can heartily recommend the simple method for greater service not only to the public to which complex classifications are useless, but to the commission as well. From being a mere form and a handicap, our classification has become a useful tool and we consider that we are better off with it than are those commissions which are not obliged to classify their entire service in advance but are permitted to determine upon a classification when a vacancy is to be filled and an examination held.

INCREASE IN WORK.

The commission held 144 examinations in this year, as compared with 108 in 1913, 120 in 1912 and 87 in 1911. It received 11,737 applications as compared with 8,839 in 1913 and 6,672 in 1912. This great increase in work was handled with no increase in our office force from 1913, and in our estimate of appropriations sought for the next biennium we have asked for no increase in total amount. We have been able to handle our growing business by studying and improving office methods.

EFFICIENCY RECORDS.

In our study of efficiency records we have not made the progress we desire, and in this we have shared the common experience of those com-

missions that have approached this difficult subject. The difficulty of devising a form of efficiency or service record and rating which will at once express the honest judgment and criticism of a competent superior, and protect the employee from unjust treatment, does not in our opinion justify abandonment of the effort. We believe the difficulty to be due to the novelty of the problem, and that experiments and experience will overcome it. In excuse for our failure to introduce generally in the service an efficiency record system, we wish to report that we are diligently studying all available information upon such records, and endeavoring to devise a system which will meet objections urged against existing systems. While cherishing no hope of originating an ideal method we expect to improve those we have tried in the past and to contribute something toward the ultimate solution. It is our intention to go slowly, however, and not to adopt for general use any form of efficiency record or method of efficiency rating until we are satisfied that it is just both to the employee and to the department head and will operate as an agency to improve the service rather than to permit the expression of favoritism.

PROGRESS IN BUDGET.

An innovation which we hope will go far toward furthering uniformity in title and compensation among State employees of the same grade was made in preparing the department estimates for the coming session of the Legislature (1915) under the Legislative Reference Bureau. At our request the bureau adopted very largely the civil service titles for positions and noted on the printed forms where the salary sought was above or below the rates fixed in the civil service classification for that grade. Observance by the Legislature of civil service title and limits in making appropriations would do away at once with confusing differences between civil service titles and those used in appropriation bills, and abolish great discrepancies in pay among those performing similar duties.

DEFEAT IN LITIGATION.

We have to record a defeat for the commission in litigation with the State Farmers' Institute and Board of Agriculture. The Supreme Court decided that these organizations were not State departments, their employees were not State employees, and consequently were not embraced under the provisions of the Civil Service Law.

Respectfully submitted,

JAMES H. BURDETT.

A. B. CULHANE.

W. B. MOULTON.

Commissioners.

REPORT OF CHIEF EXAMINER FOR 1914.

January 1, 1915.

The State Civil Service Commission, Springfield, Ill.

GENTLEMEN: The following statement and the accompanying tables cover the activities of the office of chief examiner of the Illinois State Civil Service Commission for the year ending December 31, 1914.

During this year, applications were received and accepted or rejected as follows:

Applications received	11,737
Rejected on account of age limits.....	269
Rejected on account of nonresidence.....	66
Rejected on account of unsatisfactory previous record.....	109
Rejected on account of miscellaneous reasons.....	242
Total applications accepted.....	11,051

The number of applications shows an increase of 2,212 over the number received in 1913, or 25 per cent. It is interesting to compare just at this time the corresponding figures comparing the years 1912 and 1913. Then the number of applications received increased from 6,672 to 8,839, an addition of 2,167, or 32.6 per cent. Thus it appears that while the total increase is greater for 1914 than for 1913, yet the per cent or rate of increase is less. This is probably an indication that the rapid increase in the work falling on the commission, which started late in 1912, is nearing an end. While the total business handled will hardly decrease, still there is no indication of continued large increases as in recent years.

During the year 144 separate examinations were held at 27 different places. In addition to these examinations, held usually on the first Saturday of the month, there were held many individual examinations for attendants, domestics, and laborers. These last were conducted either at the charitable institutions or by physicians appointed by the commission to act as local examiners.

Table I, Examiners, lists the physicians employed as medical examiners as well as the persons who ordinarily conduct examinations at the various points shown. Where no name is given some member of the commission or of the office force usually takes charge.

TABLE I—EXAMINERS.

City.	Medical examiner.	Local examiner.
Anna.....	Dr. G. W. Morrow.....	Dr. G. W. Morrow.
Carbondale.....	Dr. Monroe Etherton.....	C. E. Allen.
Charleston.....	Dr. G. B. Dudley.....	C. P. Lantz.
Chicago.....	Dr. Henry A. Norden.....	
Dekalb.....	Dr. J. M. Everett.....	Olive Swift.
Dunning.....	Dr. H. J. Smith.....	Dr. H. J. Smith.
Effingham.....	Dr. H. Taphorn.....	J. H. Probst.
East St. Louis.....	Dr. R. A. Twitchell.....	F. M. Scott, Collinsville, Ill.
Elgin.....	Dr. M. C. Hawley.....	Dr. M. C. Hawley.
Golconda.....	Dr. T. H. Clark.....	J. M. Raum.

TABLE I—Concluded.

City.	Medical examiner.	Local examiner.
Harrisburg.....	Dr. A. J. Butner.....	W. H. Bourland.
Jacksonville.....	Dr. E. A. Foley.....	Dr. E. A. Foley.
Kankakee.....	Dr. Elizabeth Carroll.....	Dr. Elizabeth Carroll.
Lincoln.....	Dr. K. H. Elting.....	Dr. K. H. Elting.
Macomb.....	Dr. J. W. Hermetet.....	James C. Burns.
Marion.....	Dr. J. G. Parmley.....	Vernell Perry.
Mt. Vernon.....	Dr. R. R. Smith.....	Horace Morgan.
Murphysboro.....	Dr. A. R. Carter.....	R. P. Rollo.
Normal.....	Dr. J. P. Hawks.....	H. R. Watkins.
Peoria.....	Dr. H. L. Kraftt.....	Dr. H. L. Kraftt.
Pontiac.....	Dr. John Ross.....	C. M. Hagarty.
Quincy.....	Dr. R. H. Jacobs.....	Dr. R. H. Jacobs.
Rockford.....		O. M. Williams.
Springfield.....	Dr. H. C. Blankmeyer.....	
Urbana.....	Dr. Wm. F. Burres.....	C. M. McConn.
Watertown.....	Dr. C. C. Atherton.....	Dr. C. C. Atherton.

LOCAL MEDICAL EXAMINERS.

Bellmont, Dr. Chas. F. Brian.	Joppa, Dr. Chas. E. Tucker.
Benton, Dr. E. C. Alvis.	Karbers' Ridge, Dr. J. T. Joiner.
Buncombe, Dr. Chas. D. Nobles.	Kell, Dr. W. F. Simmons.
Carterville, Dr. F. M. Hiller.	Lacon, Dr. R. Lacey Eddington.
Creal Springs, Dr. W. P. Sutherland.	Marion, Dr. Isaac C. Walker.
Eddyville, Dr. Joseph M. Dent.	Metropolis, Dr. Geo. W. Walbright.
Elizabethtown, Dr. F. M. Fowler.	Mill Shoals, Dr. E. M. Glasscock.
Enfield, Dr. H. L. Rodgers.	Neoga, Dr. G. F. Dougherty.
Equality, Dr. J. A. Womack.	New Burnside, Dr. H. D. LaRue.
Ewing, Dr. Ezra Phillips.	Morris City, Dr. J. L. Harrell.
Golconda, Dr. Lewis S. Barger.	Omaha, Dr. Frank Johnson.
Goreville, Dr. Isaac N. Graves.	Pittsfield, Dr. L. A. Coley.
Herrin, Dr. F. M. Sanders.	Rosclaire, Dr. W. J. J. Paris.
Ina, Dr. A. D. Harper.	Springerton, Dr. A. S. Artin.
Jonesboro, Dr. J. J. Lence.	Sims, Dr. James E. Dixon.
Boles	Hamletsburg } Dr. Wm. A. Sim, Jr.
Reevesville	Rosebud }
Tunnel Hill	
Vienna	
Dr. Thos. E. McCall.	

In Table II, entitled "Scope and Weights of Examinations held during 1914," is a list of all the examinations held during that year, indicating in a general way the subjects covered, as well as the weights assigned and the age limits observed for each position.

TABLE II—SCOPE AND WEIGHTS OF EXAMINATIONS HELD DURING 1914.

Date of examination.	Position.	Scope of examination.	Weights.
Mar.	7 Advanced Teacher. Age 21 to 55.	Training and experience.....	2
		Class room management.....	2
		Special method.....	2
		Knowledge of subject matter.....	4
May	2 Art Teacher. Age over 21.	Training and experience.....	4
		Art questions.....	1
		Pencil.....	1
		Light and shade.....	1
		Water color.....	1
		Pose.....	1
		Working drawings.....	1
		Clay modeling.....	1
June	6 Assistant Ear Surgeon. Age 25 to 50.	Training and experience.....	2
		Technical.....	8
Feb.	7 Assistant Engineer (promotional).	Seniority.....	1
		Efficiency.....	1
		Administration.....	5
		Technical.....	3
June	6 Assistant Eye Surgeon. Age 25 to 50.	Training and experience.....	2
		Technical.....	8

TABLE II—Continued.

Date of examination.	Position.	Scope of examination.	Weights.
Sept.	5 Assistant Physician. Age 25 to 50.	Training and experience.....	4
		Medicine.....	2
		Surgery.....	1
		Nervous and mental diseases.....	2
		Pathology.....	1
Apr.	4 Assistant Registrar, University of Illinois. Age over 21.	Unassembled.	
		Training and experience.....	3
		Special subjects and thesis.....	7
Apr.	4 Assistant State Veterinarian. Age 21 to 60.	Training and experience.....	3
		Technical.....	5
		Oral.....	2
Nov.	7 Assistant State Veterinarian. Age 21 to 60.	Training and experience.....	3
		Technical.....	7
Feb.	7 Assistant Superintendent Capitol Buildings and Grounds. Age 25 to 55.	Training and experience.....	3
		Administration.....	2
		Technical.....	4
		Physical.....	1
Apr.	4 Assistant Superintendent of Public Instruction. Age 30 to 60.	Training and experience.....	3
		Thesis.....	5
		Oral.....	2
Jan.	3 Attendant. Age, men, 21 to 50; women, 18 to 50.	Common school requirements.....	3
Feb.		Qualifications for position.....	2
Mar.		Physical.....	5
Apr.			
May			
June			
July			
Aug.			
Sept.	5 Attendant (female). Age 18 to 50.....	Common school requirements.....	3
Oct.		Duties of position.....	2
Nov.		Physical.....	5
Dec.			
Apr.	4 Baker. Age 21 to 60.	Unassembled.	
Dec.		Training and experience.....	4
		Technical questions.....	6
Apr.	4 Biologic Chemist. Age over 25.	Training and experience.....	3
		Technical.....	7
Sept.	5 Butcher. Age 20 to 55.	Unassembled.	
		Training and experience.....	7
		Physical.....	3
Sept.	5 Carpenter. Age 20 to 55.	Training and experience.....	3
		Practical and oral tests.....	4
		Physical.....	3
Dec.	5 Chauffeur. Age 21 to 50.	Unassembled.	
		Training and experience.....	10
Oct.	3 Chief Clerk, Food Commission. Age 25 to 60.	Training and experience.....	4
		Food and sanitary laws.....	2
		Duties and office methods.....	4
Sept.	5 Chief Cook. Age 25 to 55.	Training and experience.....	4
		Technical.....	6
June	6 Chief Engineer. Age 28 to 60.	Training and experience.....	3
		Steam engines.....	1
		Steam boilers.....	1
		Steam pumps.....	1
		Electrical machinery.....	1
		Heating and ventilation.....	1
		Refrigeration.....	1
		Sketching.....	1
		Arithmetic.....	1

TABLE II—Continued.

Date of examination.	Position.	Scope of examination.	Weights.
Mar. 7	Clinical Pathologist. (State Psychopathic Institute). Age over 25.	Training and experience.....	3
		Technical.....	7
Feb. 7	Collector of Tolls. (Illinois and Michigan Canal). Age 21 to 60.	Training and experience.....	3
		Duties.....	5
		General.....	2
June 6	Cook. Age 18 to 55.	Unassembled.	
Nov. 7		Training and experience.....	7
		Physical.....	3
Feb. 7	Corporation Assistant, Secretary of State. Age 30 to 60.	Training and experience.....	3
		General.....	2
		Technical.....	5
Oct. 3	Court Stenographer. Age 21 to 55.	Training and experience.....	3
		Handling correspondence.....	2
		Duties.....	3
		Statistics and arithmetic.....	2
Aug. 1	Dairyman. Age 21 to 55.	Training and experience.....	4
		Technical.....	4
		Physical.....	2
July 3	Department Bookkeeper. Age 21 to 60.	Training and experience.....	4
		Arithmetic.....	2
		Office methods.....	1
		Bookkeeping.....	3
Oct. 3	Department Clerk, R. III. Age 21 to 60.	Training and experience.....	3
		Handling correspondence.....	2
		Duties.....	3
		Statistics and arithmetic.....	2
July 3	Deputy Fire Marshal. Age 25 to 60.	Training and experience.....	3
		Duties and law.....	3
		Building construction.....	1
		Physical.....	1
		Oral.....	2
Nov. 20	Deputy Grain Inspector. Age 25 to 60.	Practical test.....	6
Nov. 21		Knowledge or rules of department and grain law.....	4
Mar. 21	Deputy Warden, Penitentiaries. Age 25 to 60.	Training and experience.....	3
		Knowledge of administrative duties.....	7
Nov. 7	Dietitian. Age 25 to 60.	Training and experience.....	4
		Technical.....	6
Feb. 9	District Game and Fish Warden. Age 25 to 55.	Training and experience.....	3
		Knowledge of laws.....	2
		Administration.....	2
		Physical.....	1
		Oral.....	2
Jan. 3	Domestic. Age 18 to 50.	Experience.....	7
Feb. 7		Physical.....	3
Mar. 7			
Apr. 4			
May 2			
June 6			
July 3			
Dec. 5	Driver. Age 21 to 60.	Unassembled.	
		Training and experience.....	10
Dec. 5	Electrician. Age 21 to 55.	Training and experience.....	4
		Oral examination.....	4
		Practical test.....	2
Feb. 7	Elevator Conductor. Age 21 to 55.	Training and experience.....	3
		Practical test { construction.....	7
		operation.....	
		maintenance.....	
		physical.....	

TABLE II—Continued.

Date of examination.	Position.	Scope of examination.	Weights.
Jan.	3 Examiner of Chauffeurs. Age over 25.	Training and experience.....	3
		Examination methods.....	3
		Knowledge of law.....	3
		Automobile operation.....	1
Aug.	1 Filing Clerk. Age 18 to 50.	Training and experience.....	3
		Report.....	2
		Qualifications and duties.....	1½
		Educational.....	1½
		Physical.....	2
May	2 Fireman. Age 21 to 50.	Training and experience.....	3
		Practical test.....	5
		Physical.....	2
Oct.	3 Fireman. Age 21 to 50.	Training and experience.....	3
		Oral examination.....	4
		Practical examination.....	3
Dec.	5 Florist. Age 21 to 55.	Training and experience.....	4
		Technical questions.....	6
Aug.	1 Food Bacteriologist. Age 25 to 60.	Training and experience.....	4
		Technical.....	6
Nov.	7 Food Chemist. Age 21 to 50.	Training and experience.....	4
		Inorganic chemistry.....	2
		Organic analysis and microscopy.....	4
May	2 Food Inspector. Age 21 to 60.	Training and experience.....	3
		Technical questions.....	4½
		Oral examination.....	2½
Jan.	3 Foreman of Printing. Age over 25.	Training and experience.....	4
		Composing room.....	2
		Press room, book bindery.....	2
		Physical.....	2
May	2 Gardener. Age over 21.	Training and experience.....	3
		Knowledge of duties.....	7
May	23 Graduate Nurse. Age 21 to 45.	Training and experience.....	3
		Technical knowledge.....	7
Dec.	5 Grain Helper. Age 21 to 50.	Training and experience.....	3
		Knowledge of grain trade.....	4
		Clerical work.....	3
Jan.	3 Grain Sampler. Age 21 to 55.	Training and experience.....	3
		Educational.....	2
		Knowledge of duties, law, and rules.....	2
		Practical test.....	3
Jan.	3 Guard. Age 25 to 55.	Training and experience.....	2
		Written questions.....	2
		Oral question.....	2½
		Verbal orders.....	2
		Educational.....	1
		Physical.....	2
Aug.	1 Guard. Age 25 to 55.	Training and experience.....	3
		Verbal orders.....	3
		Educational.....	1½
		Qualifications and duties.....	1½
		Oral examination.....	2½
		Physical.....	2
July	16 Guard (efficiency).	Knowledge of duties { Written.....	1
July	17	Oral.....	2
July	18	Physical.....	3
		Record in the service.....	4
Apr.	4 Housefather and House-mother. Age 25 to 55.	Training and experience.....	3
		Knowledge of duties { Written.....	2
		Oral.....	2
		Educational.....	1
		Physical.....	2

TABLE II—Continued.

Date of examination.	Position.	Scope of examination.	Weights.
Sept.	5 Housefather and House-mother. Age 25 to 55.	Training and experience.....	3
		Educational.....	2
		Knowledge of duties.....	2
		Qualifications (oral).....	3
Oct.	3 Hydrotherapist. Age 21 to 50.	Training and experience.....	3
		Theory and practice of hydrotherapy and massage.....	3
		Practical and oral.....	4
Dec.	5 Inspector of Private Employment Agencies. Age 25 to 55.	Training and experience.....	4
		Knowledge of the law.....	3
		Investigations and law enforcement.....	3
July	3 Institution Bookkeeper, Rank II. Age 21 to 60.	Training and experience.....	3
		Arithmetic.....	2
		Office methods.....	1
		Bookkeeping.....	4
Sept.	12 Institution Stenographer, Rank I. Age 18 to 50.	Training and experience.....	3
		Copying from plain copy.....	1
		Spelling.....	1
		Dictation and transcription.....	4
		Rough draft.....	1
		Letter writing and duties.....	1
Oct.	3 Insurance Clerk. Age 21 to 60.	Training and experience.....	3
		Penmanship and arithmetic.....	5
		Clerical duties.....	2
June	6 Interne, Eye and Ear. Age 21 to 50.	Training and experience.....	2
		Medicine.....	3
		Surgery.....	2
		Eye, ear, nose and throat.....	3
Sept.	5 Investigator, Inheritance Tax. Age 25 to 60.	Training and experience.....	3
		Law and methods of investigation.....	3
		Technical.....	4
Jan.	3 Janitor. Age 21 to 55.	Training and experience.....	3
		Practical test on duties of position.....	5½
		Physical.....	1½
Aug.	1 Janitor. Age 21 to 55.	Training and experience.....	3
		Practical test.....	5
		Physical.....	2
Feb.	7 Junior Engineer, Highway Commission. Age over 21.	Training and experience.....	3
		Specifications.....	2
		Analysis of simple structures.....	1
		Road design and construction.....	2
		Concrete highway bridge design and construction.....	2
Mar.	7 Kindergarten Teacher. Age 21 to 55.	Training and experience.....	2
		Theory and practice.....	8
Mar.	7 Laboratory Helper, State Psychopathic Institute. Age over 21.	Training and experience.....	3
		Laboratory methods and technique.....	7
Jan.	3 Laborer. Age 19 to 55.	Experience.....	5
Feb.	7	Physical.....	5
Mar.	7		
Apr.	4		
May	2		
June	6		
July	3		
Sept.	5 Laundryman. Age 21 to 55.	Training and experience.....	3
		Qualifications and duties.....	5
		Physical.....	2
Nov.	7 Law Stenographer. Age 18 to 50.	Training and experience.....	3
		Copying from plain copy.....	1
		Dictation and transcription.....	4
		Rough draft.....	1
		Duties.....	1

TABLE II—Continued.

Date of examination.	Position.	Scope of examination.	Weights.
Mar. 21	Library Assistant. Age 21 to 50.	Training and experience..... Special subject.....	3 7
Dec. 5	Live Stock Inspector. Age 21 to 40.	Training and experience..... Live stock laws and diseases.....	4 6
May 2	Manual Training Teacher. Age over 21.	Training and experience..... Theory and practice.....	4 6
May 2	Medical interne. Age over 21.	Training and experience..... Medicine, surgery, nervous and mental diseases, and pathology.....	2 8
July 3	Messenger. Age 21 to 50.	Training and experience (written and oral)..... Spelling and educational..... Duties..... Physical.....	2 3 3 2
Sept. 5	Mine Rescue Assistant, Rank I. Age 21 to 50.	Training and experience { Written..... Oral..... Report..... Practical test oral.....	2 2 1 5
Nov. 7	Painter. Age 18 to 50.	Unassembled. Training and experience..... Physical.....	7 3
May 2	Parole Agent. Age 25 to 60.	Training and experience..... Technical..... Oral.....	3 4 2
Mar. 7	Pathologist, State Psychopathic Institute. Age over 25.	Training and experience..... Technical.....	3 7
May 2	Pharmacist. Age over 21.	Training and experience..... Pharmacy..... Chemistry..... Materia medica, etc.....	3 4 1 2
Aug. 1	Pharmacist. Age 21 to 55.	Training and experience..... Materia medica, posology, and toxicology..... Pharmacy..... Chemistry..... Physical.....	3 3 2 1 1
May 2	Physical Culture Teacher. Age 21 to 50.	Training and experience..... Theory and practice.....	4 6
Feb. 7	Physician (general). Age 25 to 60.	Training and experience..... Medicine..... Surgery..... Neurology.....	3 3 3 1
Nov. 7	Physician (promotional), Rank III. Age 25 to 55.	Seniority..... Efficiency..... Medicine..... Surgery..... Pathology..... Neurology..... Administration.....	1 1 1 1 2 2 1
Oct. 3	Plasterer. Age 21 to 55.	Unassembled. Training and experience..... Physical.....	7 3
June 6	Plumber. Age 21 to 55.	Training and experience..... Oral..... Practical.....	4 3 3
June 6	Policeman. Age 25 to 55.	Training and experience..... Physical..... Education.....	4 4 2

TABLE II—Continued.

Date of examination.	Position.	Scope of examination.	Weights.
Mar.	7 Primary Teacher. Age 21 to 55.	Training and experience..... Class room management..... Special method..... Knowledge of subject matter.....	2 3 3 2
Mar.	7 Principal. Age over 25.	School management..... General and special method..... Knowledge of subject matter..... Training and experience.....	3 3 2 2
Aug.	1 Prison Industry Clerk. Age 25 to 60.	Training and experience..... Knowledge of law..... Administration.....	4 3 3
Jan.	3 Proof Reader. Age, men over 21; women over 18.	Training and experience..... Practical.....	7 3
Nov.	7 Proof Reader. Age 21 to 60.	Training and experience..... Technical questions..... Reading voice.....	3 6 1
Aug.	1 Property and Economy Officer. Age 25 to 60.	Training and experience..... Qualifications and duties.....	3 7
Aug.	1 Reimbursing Investigator. Age 21 to 60.	Training and experience..... Qualifications, duties, and law.....	3 7
Feb.	7 Road Engineer, Highway Commission. Age 25 to 60.	Unassembled. Training and experience.....	10
June	6 Seamstress. Age 21 to 55.	Unassembled. Training and experience..... Physical.....	7 3 3
May	2 Secretary, Board of Arbitration. Age over 25.	Training and experience { Written..... Oral..... Knowledge of methods..... Oral.....	2 1 5 2
July	3 Secretary, Bureau of Labor Statistics. Age 25 to 60.	Training and experience..... Accounting and office practice..... Duties of position..... Use of statistics.....	4 2 2 2
Oct.	3 Secretary, Farmers' Institute. Age 25 to 60.	Training and experience..... Report..... Farming conditions in Illinois..... Duties and office methods.....	4 1 1 4
Nov.	7 Secretary of Industrial Board. Age 25 to 60.	Training and experience..... Statute governing Industrial Board..... Duties and office methods.....	4 2 4
Oct.	3 Secretary, Rivers and Lakes Commission. Age 25 to 60.	Training and experience..... Statute governing Rivers and Lakes Commission..... Duties.....	4 1 5
June	6 Stationary Engineer. Age 25 to 55.	Training and experience..... Boilers..... Engines..... Electrical..... Pumps and heaters..... Physical.....	3 2 2 2 2 2
Feb.	21 Stenographer, Grade I. Age, men 21 to 55; women, 18 to 55.	Training and experience..... Stenography..... Typewriting..... Arithmetic..... Spelling..... Duties..... Letter writing and penmanship.....	3 3 2 1 1 1 1

TABLE II—Concluded.

Date of examination.	Position.	Scope of examination.	Weights.
Feb. 21	Stenographer, Grade II. Age, men 21 to 55; women, 18 to 55.	Training and experience.....	3
		Stenography and typewriting.....	4
		Rough draft, plain copy, letter writing.....	2
		Duties.....	1
Sept. 5	Steward. Age 25 to 60.	Training and experience.....	4
		Technical.....	6
June 6	Storekeeper. Age 21 to 60.	Training and experience.....	3
		Bookkeeping.....	2½
		Administration.....	2½
		Arithmetic and prices.....	1
		Physical.....	1
Aug. 1	Superintendent of Capitol Building and Grounds. Age 25 to 55.	Training and experience.....	4
		Duties of position.....	5
		Physical.....	1
Aug. 1	Supervising Nurse (male). Age 21 to 50.	Training and experience.....	3
		Practical nursing.....	4
		Administration.....	2
		Physical.....	1
Apr. 4	Supervisor of High Schools. Age 30 to 60.	Training and experience.....	3
		Thesis.....	5
		Oral.....	2
Mar. 7	Teacher of Adult Blind. Age 21 to 55.	Training and experience.....	2
		Technical.....	8
Dec. 5	Trained Nurse. Age 25 to 50.	Training and experience.....	4
		Technical questions on nursing.....	6
Nov. 7	University Secretary. Age 18 to 50.	Training and experience.....	3
		Copying from plain copy.....	1
		Dictation and transcription.....	4
		Rough draft.....	1
		Duties.....	1
Apr. 18	University Stenographer. Age, men over 19; women over 18.	Training and experience.....	3
		Arithmetic.....	2
		Spelling.....	2
		Grammar.....	2
		Letter writing and penmanship.....	3
		Stenography.....	3
		Typewriting.....	2
Feb. 7	Warrant Clerk, State Auditor's Office. Age 25 to 60.	Training and experience.....	3
		Duties.....	3
		Bookkeeping.....	3
		Penmanship.....	1

Details concerning the number who took examinations during the year, the number passed and failed, and so forth, are contained in Table III, Results of Examinations. Of those who applied and were admitted to examination, 68.5 per cent appeared for examination. In 1913, approximately 56 per cent were examined. The increase in this percentage is probably due to bad employment conditions which resulted in an unusual number of persons becoming seriously interested in positions in the State service.

Of those who were examined, 67 per cent secured passing grades. This is much lower than the figures for 1914, which was 75.9 per cent. This is probably the result of two things, the poorer quality of the applicants who came in larger numbers, and a more or less unconscious stiffening of standards because of the increase in applicants.

Leaving the attendants, domestics, and laborers out of consideration, 48.8 per cent of the persons examined finally were placed on eligible lists. The corresponding figures for 1913 and 1912 were 52 per cent and 52.6 per cent, respectively. This comparison also indicates a gradual stiffening of standards.

TABLE III—RESULT OF EXAMINATIONS.

Position.	Date.	Number applicants notified.	Number examined.	Number men passed.	Number women passed.	Number failed.	Per cent passed.
ATTENDANT, DOMESTIC, AND LABORER.							
Attendant.	Jan. 3	248	148	73	56	19	87.2
Attendant.	Feb. 7	389	207	98	94	15	92.8
Attendant.	Mar. 7	241	123	59	51	13	89.4
Attendant.	Apr. 4	252	113	59	51	13	100.0
Attendant.	May 2	147	59	32	27	4	100.0
Attendant.	June 6	190	69	38	27	4	94.3
Attendant.	July 3	138	57	37	12	8	86.0
Attendant.	Aug. 1	119	77	35	21	21	72.7
Attendant, (Female).	Sept. 5	93	43	30	13	13	69.8
Attendant, (Female).	Oct. 3	26	9	9	9	17	100.0
Attendant, (Female).	Nov. 7	171	88	71	17	17	80.7
Attendant, (Female).	Dec. 5	66	23	23	23	1	100.0
Domestic.	Jan. 3	31	18	17	1	1	94.5
Domestic.	Feb. 7	50	30	30	30	1	100.0
Domestic.	Mar. 7	40	20	20	20	1	100.0
Domestic.	Apr. 4	38	17	16	1	1	94.2
Domestic.	May 2	18	9	9	9	1	100.0
Domestic.	June 6	29	22	21	1	1	95.5
Domestic.	July 3	23	11	9	2	2	81.8
Domestic.	Dec. 5	113	35	32	3	3	91.5
Laborer.	Jan. 3	64	47	47	47	1	100.0
Laborer.	Feb. 7	95	63	61	2	2	96.9
Laborer.	Mar. 7	56	28	27	1	1	96.5
Laborer.	Apr. 4	30	27	25	2	2	92.6
Laborer.	May 2	20	13	13	1	1	100.0
Laborer.	June 6	50	18	17	1	1	94.5
Laborer.	July 3	19	8	8	8	1	100.0
Total	2,756	1,382	621	637	124	90.9
ALL OTHER POSITIONS.							
Advanced Teacher.	Mar. 7	26	12	3	1	8	33.3
Art Teacher.	May 2	13	8	2	5	1	87.5
Assistant Ear Surgeon.	June 6	14	6	4	2	2	66.7
Assistant Engineer (Promotional).	Feb. 7	9	9	5	4	4	55.6
Assistant Eye Surgeon.	June 6	15	5	2	3	3	40.0
Assistant Physician, Rank III.	Sept. 5	74	37	14	3	20	46.0
Assistant Registrar, University of Illinois.	Apr. 4	20	9	3	6	6	33.3
Assistant State Veterinarian.	Apr. 4	346	248	134	114	54	54.0
Assistant Superintendent Capitol Buildings and Grounds.	Nov. 7	104	79	65	14	14	82.4
Assistant Superintendent Public Instruction.	Feb. 7	16	14	10	4	14	60.0
Baker.	Apr. 4	17	13	10	3	3	77.0
Baker.	Apr. 4	15	10	4	6	6	40.0
Biologic Chemist.	Dec. 5	33	21	9	12	12	42.8
Butcher.	Apr. 4	2	1	1	1	1	100.0
Carpenter.	Sept. 5	39	21	14	7	7	66.7
Chauffeur.	Sept. 5	18	7	3	4	4	42.9
Chief Clerk, Food Commission.	Dec. 5	120	109	101	8	8	92.6
Chief Cook.	Oct. 3	20	9	2	7	7	22.2
Chief Engineer.	Sept. 5	21	13	2	11	15	15.4
Clinical Pathologist, State Psychopathic Institute.	June 6	34	30	7	23	23	23.3
Collector of Tolls, Illinois and Michigan Canal.	Mar. 7	5	5	3	2	2	60.0
Cook.	Feb. 7	41	25	15	10	10	60.0
Cook.	June 6	54	24	15	4	5	79.3
Cook.	Nov. 7	38	23	15	7	1	95.8
Corporation Assistant Secretary of State.	Feb. 7	25	17	4	13	13	23.5
Court Stenographer.	Oct. 3	76	56	9	38	32	32.2
Dairyman.	Aug. 1	25	10	7	3	3	70.0
Department Bookkeeper.	July 3	45	42	19	2	21	50.0
Department Clerk, Rank III.	Oct. 3	121	98	33	9	56	42.9

TABLE III—Continued.

Position.	Date.	Number applicants notified.	Number examined.	Number men passed.	Number women passed.	Number failed.	Per cent passed.
Deputy Fire Marshal.....	July 3	194	92	44	48	47.9
Deputy Grain Inspector.....	Nov. 20	15	12	12	100.0
Deputy Warden, Penitentiaries.....	Mar. 21	22	10	4	6	40.0
Dietitian.....	Nov. 7	20	13	5	8	38.4
District Game and Fish Warden.....	Feb. 9	182	66	10	56	15.3
Driver.....	Dec. 5	80	59	54	5	91.5
Electrician.....	Dec. 5	6	5	3	2	60.0
Elevator Conductor (Springfield).....	Feb. 7	20	16	5	11	31.2
Examiner of Chauffeurs.....	Jan. 3	47	36	4	32	11.1
Filing Clerk.....	Aug. 1	91	72	23	14	35	51.4
Fireman.....	May 2	17	12	11	1	91.8
Fireman.....	Oct. 3	28	14	8	6	57.1
Florist.....	Dec. 5	27	16	9	7	56.2
Food Bacteriologist.....	Aug. 1	6	2	2	00.0
Food Chemist.....	Nov. 7	36	23	10	13	43.5
Food Inspector.....	May 2	134	94	24	70	25.5
Foreman of Printing.....	Jan. 3	24	18	8	10	44.5
Gardener.....	May 2	15	13	2	11	15.4
Graduate Nurse.....	May 23	68	53	1	40	12	77.4
Grain Helper.....	Dec. 5	246	192	86	106	44.8
Grain Sampler.....	Jan. 3	53	42	32	10	76.3
Guard.....	Jan. 3	261	204	94	110	46.0
Guard (Efficiency).....	July 16	63	58	52	6	89.7
Guard.....	Aug. 1	268	143	72	1	70	51.0
Housefather and Housemother.....	Apr. 4	116	47	6	18	23	51.1
Housefather and Housemother.....	Sept. 5	96	42	5	17	20	52.4
Hydrotherapist.....	Oct. 3	16	9	3	100.0
Inspector of Private Employment Agencies.....	Dec. 5	200	136	32	3	101	25.7
Institution Bookkeeper, Rank II.....	July 3	32	39	14	7	18	53.9
Institution Stenographer, Rank I.....	Sept. 12	89	57	7	20	30	47.4
Insurance Clerk.....	Oct. 3	58	39	9	2	28	28.2
Interne, Eye and Ear.....	June 6	18	8	6	2	75.0
Investigator, Inheritance Tax.....	Sept. 5	103	49	17	32	34.7
Janitor (Normal).....	Jan. 3	5	5	5	100.0
Janitor.....	Aug. 1	124	91	76	5	10	89.0
Junior Engineer, Highway Commission.....	Feb. 7	60	43	26	17	60.5
Kindergarten Teacher.....	Mar. 7	4	4	4	100.0
Laboratory Helper, State Psychopathic Institute.....	Mar. 7	11	6	3	3	50.0
Laundryman.....	Sept. 5	24	15	8	1	6	60.0
Law Stenographer.....	Nov. 7	104	70	5	34	31	55.8
Library Assistant.....	Mar. 21	32	22	13	9	59.2
Live Stock Inspector.....	Dec. 5	131	86	30	56	34.9
Manual Training Teacher.....	May 2	14	10	8	1	1	90.0
Medical Interne.....	May 2	17	5	2	3	40.0
Messenger.....	July 3	72	58	31	27	53.5
Mine Rescue Assistant.....	Sept. 5	33	25	17	8	68.0
Painter.....	Nov. 7	98	75	63	12	84.0
Parole Agent.....	May 2	158	92	18	74	19.6
Pathologist, State Psychopathic Institute.....	Mar. 7	6	2	1	1	50.0
Pharmacist.....	May 2	4	2	2	00.0
Pharmacist.....	Aug. 1	6	3	2	1	66.7
Physical Culture Teacher.....	May 2	6	6	5	1	83.3
Physician, General.....	Feb. 7	85	52	8	44	15.4
Physician (Promotional).....	Nov. 7	23	20	15	3	2	90.0
Plasterer.....	Oct. 3	16	19	10	9	52.6
Plumber.....	June 6	23	12	9	3	75.0
Policeman.....	June 6	89	67	47	20	70.2
Primary Teacher.....	Mar. 7	26	15	1	8	6	60.0
Principal.....	Mar. 7	6	4	2	2	50.0
Prison Industry Clerk.....	Aug. 1	107	77	23	1	53	31.2
Proof Reader.....	Jan. 3	38	31	2	3	26	16.1
Proof Reader.....	Nov. 7	79	40	2	3	35	12.5
Property and Economy Officer.....	Aug. 1	22	18	18	00.0
Reimbursing Investigator.....	Aug. 1	51	33	16	1	16	51.5
Road Engineer, Highway Commission.....	Feb. 7	98	80	28	52	35.0
Seamstress.....	June 6	41	28	26	2	92.9
Secretary, Board of Arbitration.....	May 2	57	35	15	20	42.9
Secretary, Bureau of Labor Statistics.....	July 3	23	15	4	11	26.6
Secretary, Farmers' Institute.....	Oct. 3	19	14	2	12	14.3
Secretary of Industrial Board.....	Nov. 7	82	67	5	62	7.5
Secretary, Rivers and Lakes Commission.....	Oct. 3	71	57	20	37	35.1
Stationary Engineer.....	June 6	70	43	28	15	65.2

TABLE III—Concluded.

Position.	Date.	Number applicants notified.	Number examined	Number men passed.	Number women passed.	Number failed.	Per cent passed.
Stenographer, Grade I.....	Feb. 21	122	57	1	12	44	22.8
Stenographer, Grade II.....	Feb. 21	86	73	3	24	46	37.0
Steward.....	Sept. 5	43	26	5	21	19.2
Storekeeper.....	June 6	69	47	24	23	51.0
Superintendent of Capitol Building and Grounds.....	Aug. 1	23	16	4	12	25.0
Supervising Nurse, (Male).....	Aug. 1	23	23	9	14	39.1
Supervisor of High Schools.....	Apr. 4	8	5	2	3	40.0
Teacher of Adult Blind.....	Mar. 7	11	11	4	4	3	72.7
Trained Nurse.....	Dec. 5	25	12	0	6	6	50.0
University Secretary.....	Nov. 7	20	12	6	6	50.0
University Stenographer.....	Apr. 18	87	67	5	28	34	49.3
Warrant Clerk, State Auditor's Office.....	Feb. 7	24	17	9	8	53.0
Total.....	6,513	4,365	1,772	359	2,234	48.8
Total for ordinary examinations.....	9,269	5,747	2,393	996	2,358	59.1

In addition to the above, attendants, domestics, and laborers were examined at irregular dates at institutions and by local medical examiners, the results being as follows:

	Number applicants notified.	Number examined.	Number passed.	Number failed.	Per cent passed.
At institutions.....	1,791	1,791	1,615	176	90.1
By local medical examiners.....	147	147	142	5	96.6
Totals brought forward.....	9,269	5,747	3,389	2,358	59.1
Grand total.....	11,207	7,685	5,146	2,539	67.0

Table IV lists the new appointments and reinstatements to all positions in the service during the year 1914. The total, 2,970, represents an increase of 13.2 per cent over the similar figures of 1913. The increase for 1913 over 1912 was 18.6 per cent. This is another indication that while the work handled by the commission will continue to increase, the rate of increase may be expected to be less in the near future than it has been recently.

TABLE IV—APPOINTMENTS AND REINSTATEMENTS DURING 1914.

Position.	Number of appointments.	Number of reinstatements.
Analyst, Food Commission.....	1
Assistant Engineer, Highway Department.....	1
Assistant Ear Surgeon.....	4
Assistant Eye Surgeon.....	2
Assistant Examiner, Civil Service.....	1
Assistant Physician.....	6	1
Assistant Registrar, University of Illinois.....	1
Assistant Superintendent, Correctional.....	3
Assistant Superintendent, Public Instruction.....	1
Assistant Veterinarian.....	94
Baker.....	3

TABLE IV—Continued.

Position.	Number of appointments.	Number of reinstatements.
Biologic Chemist, Psychopathic Institute.....	1
Bookkeeper, Department.....	3
Bookkeeper, Institution.....	3
Butcher.....	2
Carpenter.....	2	2
Chemist, Food Commission.....	2
Chief Clerk, Department.....	4
Chief Clerk, Institution.....	3
Clerk, Department, (Rank II).....	5
Clerk, Department, (Rank III).....	2	1
Clerk, Filing.....	3
Clerk, Institution.....	2	2
Chief Engineer.....	4
Chief Nurse.....	1
Clinical Pathologist, Psychopathic Institute.....	1
Collector of Tolls, Canal Commission.....	3
Cook.....	12
Corporation Assistant, Secretary of State.....	4
Dairyman.....	2
Dentist.....	2
Deputy Fire Marshal.....	13
Deputy Game and Fish Warden.....	68
Deputy Grain Inspector.....	1	1
Deputy Warden, Penitentiaries.....	1
District Game and Fish Warden.....	7
Elevator Conductor.....	4
Examiner of Chauffeurs.....	1
Eye Surgeon.....	4
Fireman.....	17	3
Food Inspector.....	10
Foreman of Printing.....	2
Gardener.....	1
Graduate Nurse.....	39	5
Grain Helper.....	9
Grain Sampler-Clerk.....	24
Guard, Female.....	1
Guard, Male.....	100	9
Head Farmer.....	2
Housefather and Housemother.....	32	2
Housekeeper.....	3
Interne, Eye and Ear.....	4
Interne, Medical.....	2
Investigator, Inheritance Tax.....	5
Investigator, Reimbursing.....	12
Janitor.....	11
Junior Engineer, Highway Department.....	15
Laboratory Helper, Psychopathic Institute.....	3
Laundryman.....	3
Library Assistant.....	8
Machinist.....	1
Matron.....	1
Mattress-maker.....	1
Messenger.....	4
Mine Rescue Assistant.....	3
Mine Rescue Superintendent.....	1
Painter.....	1
Parole Agent.....	7
Pathologist, Psychopathic Institute.....	1
Pharmacist.....	1
Physician, General.....	4
Plumber.....	4
Policeman.....	7
Principal.....	1
Road Engineer, Highway Department.....	1
Seamstress.....	9
Secretary, Board of Arbitration.....	1
Secretary, Bureau of Labor Statistics.....	1
Stationary Engineer.....	12
Stenographer, Department (Rank II).....	8
Stenographer, Department (Rank III).....	29	2
Stenographer, Institution.....	12	2
Stenographer, University.....	18
Steward.....	3
Storekeeper.....	3

TABLE IV—Concluded.

Position.	Number of appointments.	Number of reinstatements.
Supervising Nurse.....	9	1
Supervisor of High Schools.....	1	1
Superintendent, Capitol Building and Grounds.....	1	1
Teacher, Adult Blind.....	4	2
Teacher, Advanced.....	6	2
Teacher, Art.....	2	1
Teacher, Kindergarten.....	1	1
Teacher, Manual Training.....	1	1
Teacher, Physical Culture.....	2	4
Teacher, Primary.....	4	1
Telephone Operator.....	1	1
Tinner.....	1	1
Watchman.....	3	1
Total.....	746	35
Attendant, domestic, and laborer.....	1,989	200
Grand total.....	2,735	235

Changes among the employees of the various institutions and departments, occurring during 1914, are set forth in Tables V and VI.

TABLE V—CHANGES IN INSTITUTIONS.

(This table does not include temporary employees.)

Institutions.	Attendants, domestics and laborers.				All other positions.			
	Appoint-ments.	Reinstatement.	Resigna-tions.	Dis-charges.	Appoint-ments.	Reinstatement.	Resigna-tions.	Dis-charges.
Anna State Hospital.....	108	5	91	11	13	11	3	
Blind, Illinois School for.....	8	1	4		4	4	1	
Blind, Industrial Home for.....	7		7	1	1	1	2	
Chester State Hospital.....	2		1	1	13	2	5	4
Chicago State Hospital.....	402	30	249	82	31	1	8	5
Deaf, Illinois School for.....	12	1	13		7	11		
Elgin State Hospital.....	165	20	139	34	22	1	6	
Eye and Ear Infirmary.....	11	1	11	1	20	7	5	1
Girls' Training School, Geneva.....	9		4	3	23	4	20	4
Jacksonville State Hospital.....	238	33	193	59	18	1	17	1
Kankakee State Hospital.....	340	54	240	41	24	26	6	3
Lincoln State School and Colony.....	131	18	145	4	19		14	2
Peoria State Hospital.....	286	20	213	47	22		14	1
St. Charles School for Boys.....	2				22		14	
Soldiers' Orphans' Home, Normal.....	6		6		8	2	6	
Soldiers' and Sailors' Home, Quincy.....	31	4	16	5	8	2	7	3
Soldiers' Widows' Home, Wilmington.....	21	4	24	1	5		7	
Watertown State Hospital.....	210	9	93	35	23	2	18	1
Illinois State Reformatory, Pontiac.....					19		23	4
Illinois State Penitentiary, Joliet.....					61		30	6
Southern Illinois Penitentiary, Menard.....					38	5	39	3
Total.....	1,989	200	1,448	325	401	53	266	44

NOTE.—In the above institutions, 4 deaths occurred and 1 position was abolished.

TABLE VI—CHANGES IN DEPARTMENTS.

(This table does not include temporary employees.)

Department.	Appoint-ments.	Rein-state-ments.	Resigna-tions.	Dis-charges.
Administration, Board of.....	5			1
Attorney General, Inheritance Tax Department.....	5		1	1
Auditor of Public Accounts.....	2			
Barbers' Board of Examiners.....	1			1
Canal Commission.....	3		7	
Civil Service Commission.....	3		5	
Eastern Illinois Normal.....	5		2	2
Free Employment Office, East St. Louis.....	1			
Free Employment Office, North Side, Chicago.....	1			
Factory Inspection.....	3	1	3	
Fire Marshal.....	16		2	1
Food Commissioner.....	17		10	2
Game and Fish Commission.....	87	1	2	5
Geological Survey.....	1		3	
Grain Inspection Department (Chicago).....	35		14	6
Grain Inspection Department (East St. Louis).....		1		
Highway Commission.....	21	3	7	1
Industrial Board.....	1		1	
Insurance Department.....	1		2	
Labor Statistics, Bureau of.....	1			
Lincoln Monument.....			1	
Live Stock Commission.....	98		7	44
Mining Board.....			1	
Mine Rescue Station Commission.....	4		4	
Normal University.....	10	1	2	
Nurse Examiners.....	1			
Public Instruction, Superintendent of.....	3		1	
Secretary of State.....	36	2	8	5
Southern Illinois Normal.....	2			
University of Illinois.....	21	2	37	2
Utilities Commission.....	22			
Western Illinois Normal.....	3		4	
Total.....	408	11	124	71

NOTE.—In the above departments, 4 deaths occurred and 6 positions were abolished.

The number of temporary employees used in all State institutions and departments is shown in Tables VII and VIII. These tables are arranged to show whether the necessity for the temporary permit was caused by lack of eligibles or because the work to be performed was essentially temporary.

TABLE VII—TEMPORARY EMPLOYEES IN INSTITUTIONS.

Institution.	Attendants, domestics and laborers.				All other positions.			
	Appointments.		Resig-nations.	Dis-charges.	Appointments.		Resig-nations.	Dis-charges.
	Thirty days.	Exam-ina-tion.			Thirty days.	Exam-ina-tion.		
Alton State Hospital.....		3			1	3		
Anna State Hospital.....	2	1			11	9		
Blind, Illinois School for.....	1	1	3		18	7	1	
Blind, Industrial Home for.....	2	3			2	3		
Chester State Hospital.....	5				2	9		
Chicago State Hospital.....	4	163	47	22	36	7	4	6
Deaf, Illinois School for.....	16	5	1		6	19		1
Elgin State Hospital.....		85	26	12	5	7		
Eye and Ear Infirmary.....		6	3		2	22	7	1

TABLE VII—Concluded.

Institution.	Attendants, domestics and laborers.				All other positions.			
	Appointments.		Resignations.	Discharges.	Appointments.		Resignations.	Discharges.
	Thirty days.	Examination.			Thirty days.	Examination.		
Girls' Training School, Geneva....	1	4	2	15	69	41	2
Jacksonville State Hospital.....	2	89	41	5	2	10	3
Kankakee State Hospital.....	7	204	77	17	11	24	6
Lincoln State School and Colony.....	61	34	1	12	10	4	1
Peoria State Hospital.....	1	73	27	2	10	8	3
St. Charles School for Boys.....	5	17	6	1
Soldiers' Orphans' Home, Normal	2	2	6	22	10	4
Soldiers' & Sailors' Home, Quincy	5	6	6	1	13	8	10
Soldiers' Widows' Home, Wilmington	1	24	12	2	4	2
Watertown State Hospital.....	51	19	7	13	14	3	3
Illinois State Reformatory, Pontiac	5	19	12
Illinois State Penitentiary, Joliet..	22	38	4
Southern Illinois Penitentiary, Menard.....	1	18	13
Total.....	49	781	298	69	198	347	135	19

NOTE.—One death occurred at the Peoria State Hospital.

TABLE VIII—TEMPORARY EMPLOYEES IN DEPARTMENTS.

Department.	Appointments.		Resignations.	Discharges.
	Thirty days.	Examination.		
Administration, Board of.....	40	2	1
Arbitration, Board of.....	1	2
Art Commission.....	1
Apiaries, Inspector of.....	2
Attorney General, Inheritance Tax Department.....	6
Auditor of Public Accounts.....	3	2
Barbers' Board.....	3
Charities Commission.....	7
Civil Service Commission.....	6
Canal Commission.....	149	11	1
Eastern Illinois Normal.....	27	1
Entomologist.....	4
Factory Inspection Department.....	11	2
Fire Marshal.....	1	2	8
Food Commission.....	18	8	1
Free Employment Office, (East St. Louis).....	1
Game and Fish Commission.....	63	8	27
Geological Survey.....	18	1	1
Grain Inspection Department, Chicago.....	36	3	1
Grain Inspection Department, East St. Louis.....	1
Health, Board of.....	62	1
Highway Commission.....	53	1
Historical Library.....	9	1	1
Industrial Board.....	17	4
Insurance Department.....	21	3	1
Labor Statistics, Bureau of.....	5	1
Lincoln Monument.....	9	1	1
Live Stock Commission.....	22	6
Mining Board.....	2
Mine Rescue Station.....	2	2	1
Natural History Laboratory.....	1
Natural History Museum.....	4
Normal University.....	4	3	1

TABLE VIII—Concluded.

Department.	Appointments.		Resigna- tions.	Dis- charges.
	Thirty days.	Examina- tion.		
Northern Illinois Normal.....	6
Nurse Examiners.....	1
Park Commission.....	8	1
Penitentiary Commission.....	4
Pharmacy, Board of.....	1	1
Printer Expert.....	3
Private Employment Agencies.....	4	5	4
Public Instruction, Superintendent of.....	37
Rivers and Lakes Commission.....	35	15
Secretary of State.....	34	4	3	1
Southern Illinois Normal.....	3
Stallion Registration Board.....	2
University of Illinois.....	33	4	1
Utilities Commission.....	80	6	1
Western Illinois Normal.....	6	1
Total.....	829	120	78	2

During 1914, charges were preferred against 309 employees. Of these, the charges were preferred by the department head in 294 cases and by the Civil Service Commission in the remaining 15. Hearings have been held on 303 of these charges, the remaining 6 being pending at this date. The employee in the case did not appear at 190 of the 303 hearings. Of these 190 who did not appear, 185 were ordered discharged, 4 resigned under charges, and 1 died before the date set for hearing.

The remaining 112 appeared at the time and place set for the hearing, 24 being represented by counsel. In 73 cases the charges were found true and discharge was ordered; in 22 cases the charges were dismissed and reinstatement ordered with pay; 6 were ordered reinstated with loss of pay for the period of suspension, the charges having been found true; in 9 cases resignation was accepted; 1 was ordered demoted, and 1 was ordered transferred to another institution.

In one instance it was found that charges had been filed by mistake and for this reason no hearing was held.

The investigating officers serving the commission at the present time are listed in Table IX.

TABLE IX—INVESTIGATING OFFICERS.

Anna, Edgar Davis.
Carbondale, C. E. Hamilton.
Charleston, T. N. Cofer.
Chester, E. J. Baronowsky.
Dekalb, F. W. Greenaway.
Elgin, Eugene P. Ferron.
Geneva, O. B. Nelson.
Jacksonville, E. P. Brockhouse.

Kankakee, A. L. Granger.
Lincoln, Mrs. Caroline C. Lutz.
Peoria, C. N. Mhigan.
Quincy, J. LeRoy Adair.
St. Charles, C. L. Blanchard.
Urbana, J. A. Fairlie.
Watertown, J. H. Coburn, Moline.

The total number of removals as shown in Table X will vary from the number given in the above discussion because the total will include discharges of laborers, domestics, probationers, and temporary employees, where no charges were necessary, as well as discharges resulting from charges preferred previous to January 1, 1914, but which had not been acted on up to that date.

TABLE X—WORK OF THE COMMISSION.

Year.	Applica- tions.	Examined.	Passed.	Appoint- ments.	Resig- nations.	Removals.
1905-6.....	3,212	1,625	1,269	1,468	954	295
1907.....	3,193	1,541	1,155	1,854	1,299	344
1908.....	3,540	1,799	1,511	1,335	1,064	307
1909.....	3,419	2,582	2,110	1,471	1,292	272
1910.....	3,980	2,336	1,942	1,860	1,499	299
1911.....	4,685	2,896	2,262	1,474	1,724	727
1912.....	6,672	3,811	2,746	2,213	1,680	433
1913.....	8,839	4,390	3,336	2,624	2,008	359
1914.....	11,737	7,665	5,146	3,062	2,349	530
Total.....	49,277	28,665	21,477	17,361	16,648	3,566

Appropriations available during 1914 (outside of the members of the commission) and expenses incurred were as follows:

	Expense.	Salary.
Balance, Jan. 1, 1914.....	\$11,392 79	\$ 9,108 09
Appropriations available July 1, 1914.....	20,050 00	16,390 00
	<u>\$31,442 79</u>	<u>\$25,498 09</u>

Expenditures during 1914—

Stationery, printing and supplies.....	\$1,485 56
Examination expense	3,281 92
Advertising expense	1,669 15
Traveling expense	2,587 84
Postage, telegraph, telephone and express	2,341 84
Investigation of charges.....	899 50
Efficiency investigations	3,814 54
Rent of Chicago office.....	300 00

Total	16,380 35
Salaries	<u>16,095 34</u>

Balance, Jan. 1, 1915.....	\$15,062 44	\$9,402 75
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During the year several changes in the office force have taken place. Changes have been made in numerous details of the office routine with the result that the commission can now handle a steadily increasing volume of work at very slight increase in cost.

Respectfully submitted,

W. R. ROBINSON, *Chief Examiner.*

REPORT OF THE COMMISSION FOR 1915.

SPRINGFIELD, ILL., *December 31, 1915.*

Hon. Edward F. Dunne, Governor, State of Illinois.

DEAR SIR: In accordance with the provisions of the law, the State Civil Service Commission submits for your consideration its tenth annual report, covering the year ending December 31, 1915.

The commission received increasing cooperation from the various State departments and institutions this year and has been able to standardize the details of its operation in a manner never before approached in the State service.

Several efforts to abolish or weaken the Civil Service Act, made during the session of the Forty-ninth General Assembly came to no result and served to show the inherent strength of the merit system. Appointing officers whose ideas were not previously in entire harmony with this commission's policies have come to appreciate the commission's point of view and have assisted in working out operating methods which will be of mutual benefit.

VALUABLE COOPERATION.

A typical instance of valuable cooperation, affecting a large body of State employees, occurred when the Board of Administration with the managing officers of all its institutions, met in joint session with this commission at Springfield. The topic under discussion was the best means of securing an adequate number of good institution employees for such positions as attendant, domestic and laborer. During the conference many diverse points of view were brought to bear on the problem with the result that a plan was outlined and put into effect which has materially increased the quantity and bettered the quality of the applicants for these positions.

Since 1905 this commission has had jurisdiction over attendants in the State hospitals. In some states these positions, while classified, are filled by noncompetitive examinations. Except for laborers our law does not permit of noncompetitive examinations. The commission therefore held, at intervals, examinations which were competitive in form if not in fact. These examinations failed to produce sufficient eligibles. With one exception every hospital in the State looked in vain to the commission for sufficient certified employees. It often became necessary to give blanket authority to make temporary appointments to fill vacancies. This condition prevailed in spite of an easy examination and a high percentage of accepted applicants—about 90 per cent for attendants as against about 50 for all positions. (For exact figures see report of chief examiner.)

Managing officers complained that besides being unable to get certified eligibles, they were handicapped in finding their own employees because they were able to offer only temporary employment, subject to subsequent examination. They also found that many persons visited the hospitals to inquire about positions and if no immediate vacancy existed declined to make application for examination or to return on the examination date.

NEW EXAMINATION METHODS.

Convinced that the problem of efficient hospital help was not how to select from many competing applicants, but how to invite and make available every qualified applicant, the commission decided to abandon its efforts to examine attendants, domestics and laborers on the same dates and in a similar manner as applicants for positions where there was real competition, and to adopt for these hospital positions methods similar to those used elsewhere for noncompetitive places of like importance, but modifying these methods to comply with our law. We sought to encourage local applicants by giving a slight preference to persons living near the hospital where they sought employment; to take advantage of every inquiry by making it possible for any visitor to a hospital to make application and be examined at once, without having to wait and come again on a fixed examination date, and at once to improve our examination and lessen delay in getting returns by abandoning the practice of preparing questions and marking papers in our office in favor of a standardized test, chiefly medical and oral, which could be given quickly and marked immediately by a board of examiners chosen from the hospital medical and administrative staff. More particularly our new methods are described as follows:

1. Applicants shall be examined each Saturday at 9.00 a. m., and at such other times as the superintendent may direct. The following requirements must be met:

	Age.	Minimum height.	Minimum weight.
Male attendant	21 to 50	5' 4"	135 lbs.
Female attendant	18 to 50	5' 0"	115 lbs.
Domestic	18 to 50	5' 0"	115 lbs.
Laborers	19 (minimum)	5' 4"	135 lbs.

2. Only applicants living in the local residence district of an institution (as listed on page 9 of the State Civil Service classification booklet) may be examined at that institution. Persons writing from other sections seeking employment, must be instructed to apply to the institution in their district, or if their county is outside all institution districts, then to the State Civil Service Commission in Springfield.

3. Applicants must be citizens of the United States and residents of Illinois. Attendant applicants must be able to read and write the English language.

4. Applicants must in all cases fill out the regular application and the declaration sheet, and be given the physical examination. Attendant applicants must fill out answers to set of questions furnished by State Civil Service Commission.

5. Each applicant must be examined by at least two members of the examining board, composed as follows:

For Attendants—Managing officer, assistant superintendent (or whoever holds a similar position); and chief nurse (or matron where there is no chief nurse).

For Domestics—Managing officer, assistant superintendent (or employee holding similar position), and housekeeper (or employee holding similar position).

For Laborers—Managing officer, assistant superintendent (or employee holding similar position), and chief engineer. For farm laborer, substitute head farmer for chief engineer.

6. The applicants shall be rated by the members of the Examining Board by using the terms: Excellent, good, fair, and poor. ("Poor" should be used where the applicant should be rejected.)

7. All papers, with recommendation of Examining Board, must be forwarded immediately to the State Civil Service Commission.

8. In case the report is satisfactory and the State Civil Service Commission discovers no previous record tending to disqualify, the name of the applicant will be entered on an eligible list, with the grade assigned by the examiners, viz: (Excellent), (good), or (fair).

9. The law requiring that vacancies must be filled by the appointment of eligibles certified from this list in the order of their standing must be complied with. To avoid delay in filling vacancies, certifications will be made in advance of the vacancies occurring and thus each superintendent will have on hand a reserve of persons certified as eligible to appointment.

10. By requisitions for attendants, domestics and laborers, each superintendent shall immediately inform the Board of Administration and the State Civil Service Commission how many male and female attendants, domestics and laborers should be certified to him for a reserve supply, and the commission will endeavor to make certifications to replenish this reserve as fast as it is diminished by appointment or waiver.

11. In order to make the best use of this reserve, each person certified should be communicated with when his certification is received, using the form letter called "Notice of Eligible" for that purpose, and enclosing a form, as supplied, for reply. This reply will inform you whether the eligible will come at once on notice by mail or telegram and the best address for quick service. If the eligible is not willing to report quickly on notice, his reply should be sent to the State Civil Service Commission and his name will be considered to be withdrawn from the reserve list.

12. In making certifications to an institution, the State Civil Service Commission will follow this practice: Suppose for example to replenish the reserve at Kankakee, ten male attendants are wanted. The commission has an eligible list which is a card catalog, the cards bearing the names and addresses of men who passed the examination with the grade (excellent, good or fair) assigned by the examiners, also the place at which the examination was taken. First the commission certifies

to Kankakee those graded "excellent," who were examined at Kankakee. This is done because those persons live near the institution, can be easily reached and probably will stay longer in the service. It is desired to encourage employment of local applicants. But suppose there are only three "excellents" examined at Kankakee. To furnish the desired ten, the commission must select from the "excellents" of those institutions having a surplus of applicants and from those examined at miscellaneous points. If possible, all ten persons certified to Kankakee must be "excellent." This is required by the law and also by the good of the service, since it is desired to get the cream of all applicants and keep the standards of the service as high as possible. But if ten "excellents" cannot be certified, then the commission reaches the grade of "good" and proceeds as before, certifying first to Kankakee those examined at that institution, etc.

13. The State Civil Service Commission will keep in its office a duplicate of the reserve list certified to each institution. It is essential that a report shall be made to the commission of either the appointment or refusal to accept appointment of each person certified.

14. Examining boards are urged to consider carefully standards of grading and the commission will welcome criticism of grading which in the opinion of any superintendent may be mistaken.

Another innovation was adopted in connection with examinations at points distant from institutions. It had been frequently noted that many persons who had filed applications never appeared for examination at the monthly tests given at the usual examination centers. A study of the situation made it apparent that applicants must be given the opportunity for examination as soon as the desire occurred and that the expense attached must be almost, if not completely, eliminated. In order to meet these requirements, some thirty physicians were selected at points in Southern Illinois from which many applications were received. These physicians agreed to examine any applicant appearing during office hours, making no charge to the applicant and receiving a nominal fee from the commission. The physician sees that all papers are properly filled out and makes his report direct to Springfield. By this means applicants can be examined whenever they wish at minimum expense.

The result has been that, for the first time, the commission had enough eligibles to meet the demand for attendants, domestics and laborers in the summer months. Examinations at the institutions worked out so satisfactorily that similar arrangements were made with the normal schools and the University of Illinois covering examination of laborers and domestics. By this means local lists were built up which proved of great value in meeting sudden needs.

The new classification of positions, adopted last year, has proved its value. It is pleasant to record this development as the new form was a distinct innovation and has excited favorable comment from other commissions. This type of classification is particularly susceptible of amendment and expansion and so can be developed as special situations and new needs arise.

APPLICATIONS INCREASE.

Extensive and carefully placed advertising has resulted in constantly increasing inquiries and applications. Almost 3,000 more applications came in than during 1914; 2,500 more persons were examined; 1,500 more appointments were made. This increased work was handled without increase in the appropriations and the result has been that at the end of 1915, the unit cost per applicant for the Illinois service is just about half what it was four years ago and is the lowest found in any service of the kind administered by this commission.

During the year the commission has been unusually fortunate in securing high grade men to assist it as special examiners. As the fee is no inducement to the kind of men who are wanted, their assistance must be credited to a desire to aid in the upbuilding of the public service and it is good to know that there are many such who are willing to give their time freely. The medical examining board has continued its good work which is apparent in the high standing of our hospital service.

An entirely new class of work had to be undertaken in holding examinations for many new positions created by the Public Utilities Commission. Help given by the railroad commission of Wisconsin and the public service commission of Missouri made it possible to complete these new positions with satisfactory results. The University of Illinois has cooperated to an unusual extent and the assistance of members of its faculty has aided at many times.

HEARING ON EXEMPTIONS.

The status of the positions of service engineer, gas engineer and telephone engineer is now under consideration as a result of the desire of the State Public Utilities Commission that the Civil Service Commission exempt them from competitive examination. Unassembled examinations had been ordered for these three places and many applications received when the request for exemption was made. A hearing was held at which representatives of the Illinois and Chicago Civil Service Reform Associations appeared in opposition to the request. Pending filing of more complete arguments no decision has been rendered.

The commission's Chicago office has been moved to quarters at 130 North Fifth Avenue, where the facilities for handling callers are much improved. As knowledge of the existence of this office has become more general, a constantly increasing number of callers has made use of it. It has been valuable in connection with holding hearings and investigations in Chicago and many inquiries have been disposed of there which otherwise must have been handled by correspondence with the Springfield office.

Respectfully submitted,

JAMES H. BURDETT.

A. B. CULHANE.

WM. B. MOULTON.

Commissioners.

REPORT OF CHIEF EXAMINER FOR 1915.

January 1, 1916.

The State Civil Service Commission, Springfield, Ill.

GENTLEMEN: The following statement and the accompanying tables cover the activities of the office of chief examiner of the Illinois State Civil Service Commission for the year ending December 31, 1915.

During the year 14,544 applications were received. This shows an increase of 2,807 over the number received in 1914 or 24 per cent. It is worthy of note that the number of applications received has more than doubled since 1912, when 6,671 were filed. This is a good indication of the increase in business handled by the office.

During the year 122 separate examinations were held at 27 different places. Of these, 12 tests were of the unassembled type, and one was a test for the selection of temporary help, given at the request of the Board of Administration, for tabulators. In addition to these examinations, many individuals were examined for the positions of attendant, domestic, and laborer by members of the staff at State institutions or by the local examining physicians listed in Table I. The discontinuance of special examinations for attendants, domestics, and laborers causes the seeming decrease in number of examinations held. As a matter of fact, the amount of examination work handled was approximately the same as in 1914. Because the supply of eligible attendants, domestics and laborers became much larger than necessary and the office was burdened with letters from them as to probability of appointment, the use of the local examining physicians was discontinued. It has been found that a little publicity now and then in the neighborhood of the charitable institutions produces enough applicants to fill all usual needs. The policy of the Board of Administration of replacing male attendants by women wherever possible has resulted in a large male waiting list.

"Table I, Examiners," lists the physicians employed as medical examiners as well as the persons who ordinarily conduct written examinations at the cities mentioned. Where no name is given, some member of the commission or its office force usually takes charge.

TABLE I—EXAMINERS.

City.	Regular examination points.	
	Local examiner.	Medical examiner.
Anna.....	Dr. G. W. Morrow.....	Dr. G. W. Morrow.
Carbondale.....	C. R. Ismert.....	Dr. Monroe Etherton.
Charleston.....	Dr. L. C. Lord.....	Dr. G. B. Dudley.
Chicago.....	Jas. J. O'Toole.....	Dr. H. A. Norden.
Chicago (Hospital).....	Dr. C. F. Read.....	Dr. C. F. Read.
Dekalb.....	Miss Olive Swift.....	Dr. J. M. Everett.
East St. Louis.....	F. M. Scott.....	Dr. R. A. Twitchell.
Elgin.....	Dr. M. C. Hawley.....	Dr. M. C. Hawley.
Geneva.....	Dr. Esther Stone.....	Dr. Esther Stone.
Jacksonville.....	Dr. E. A. Foley.....	Dr. E. A. Foley.

TABLE I—Concluded.

City.	Local examiner.	Medical examiner.
Joliet.....	Dr. J. W. DeVry.....	Dr. J. W. DeVry.
Kankakee.....	Dr. Elizabeth Carroll.....	Dr. Elizabeth Carroll.
Lincoln.....	Dr. W. K. Dyer.....	Dr. W. K. Dyer.
Macomb.....	James C. Burns.....	Dr. J. W. Hermetet.
Mt. Vernon.....	Horace Morgan.....	Dr. R. F. Smith.
Normal.....	Miss Alice Montgomery.....	Dr. Jos. K. F. Hawks.
Peoria.....	Walter C. Cook.....	Dr. Walter C. Cook.
Pontiac.....	O. M. Hagarty.....	Dr. John Ross.
Quincy.....	Dr. R. H. Jacobs.....	Dr. R. H. Jacobs.
Rockford.....	O. M. Williams.....	Dr. Thos. H. Cuihane.
Springfield.....	C. M. McConn.....	Dr. H. C. Blankmeyer.
Urbana.....	Dr. C. C. Atherton.....	Dr. W. F. Burres.
Watertown.....	Dr. C. C. Atherton.....	Dr. C. C. Atherton.

LOCAL MEDICAL EXAMINERS

City and examiner.	City and examiner.
Bellmont, Dr. Chas. F. Brian.	Karbers' Ridge, Dr. J. T. Joiner.
Benton, Dr. E. C. Alvin.	Kell, Dr. W. F. Simmons.
Buncombe, Dr. Chas. D. Nobles.	Lacon, Dr. R. Lacey Eddington.
Carbondale, Dr. Monroe Etherton.	Macedonia, Dr. Oliver Carlton.
Cartersville, Dr. F. M. Hiller.	Marion, Dr. I. C. Walker.
Creal Springs, Dr. W. P. Sutherland.	Metropolis, Dr. Geo. W. Walbright.
Eddyville, Dr. Joseph M. Dent.	Mill Shoals, Dr. E. N. Glasscock.
Elizabethtown, Dr. F. M. Fowler.	Neoga, Dr. G. F. Dougherty.
Enfield, Dr. H. L. Rodgers.	New Burnside, Dr. H. D. LaRue.
Equality, Dr. J. A. Womack.	Omaha, Dr. Frank Johnson.
Golconda, Dr. Lewis S. Barger.	Pittsfield, Dr. L. A. Colby.
Ina, Dr. A. D. Harper.	Rosciare, Dr. W. J. J. Paris.
Jonesboro, Dr. J. J. Lence.	Rosebud, Dr. Wm. A. Sim, Jr.
Joppa, Dr. Chas. L. Tucker.	Springerton, Dr. A. S. Artin.

In addition to the regular examinations at the cities mentioned, tests were held at one time or another at the high schools in Bloomington and Murphysboro, and at business colleges in Champaign, Quincy and Springfield.

In "Table II, Scope and Weights of Examinations held during 1915," is a list of all the examinations held during that year, except those for attendant, domestic and laborer, indicating in a general way the subjects covered and the weights assigned.

TABLE II—SCOPE AND WEIGHTS OF EXAMINATIONS HELD DURING 1915.

Date of examination.	Position.	Scope of examination.	Weights.
Jan.	2 Accountant, Rank I.	Training and experience.....	4
		Accounting problems.....	2
		Illinois Public Utility Law.....	1
		Auditing.....	1½
		Accounting methods and problems.....	1½
Feb.	6 Accountant, Rank II.	Training and experience.....	4
		Public Utility Law and Administration.....	1½
		Annual report and accounting forms.....	1½
		Accounting problems and theory.....	3
Mar.	6 Advanced Teacher.	Training and experience.....	4
		Special method.....	1½
		Class room management.....	1½
		Knowledge of subject matter.....	3
Mar.	6 Arbitration Agent.	Training and experience.....	4
		Knowledge of Workmen's Compensation Act.....	2
		Methods of conducting hearings.....	2
		Oral.....	2
Sept.	4 Assistant Canal Superintendent.	Training and experience.....	4
		Administration and office methods.....	2
		Conducting and repair work.....	4

TABLE II—Continued.

Date of examination.	Position.	Scope of examination.	Weights.
June	5 Assistant Ear Surgeon.	Training and experience.....	4
		Medicine, pathology and surgery.....	2
		Diseases of throat and ear.....	4
June	5 Assistant Eye Surgeon.	Training and experience.....	4
		Medicine, pathology and surgery.....	2
		The eye.....	4
Mar.	6 Assistant Highway Engineer (promotional).	Seniority.....	1
		Efficiency.....	1½
		Administration.....	5
		Technical.....	3
June	5 Assistant Physician.	Training and experience.....	4
		Medicine.....	2
		Surgery.....	1
		Nervous and mental diseases.....	2
		Pathology.....	1
June	5 Assistant Railroad Engineer.	Training and experience.....	4
		Construction, operation and inspection of railroad property, interlocking plants and signal apparatus.....	6
Jan.	2 Assistant State Deportation Agent.	Training and experience.....	4
		Statutes relating to insane.....	4
		Office duties.....	2
Sept.	4 Assistant Superintendent, Capitol Building and Ground.	Training and experience.....	4
		Methods used in handling janitor, maintenance and repair work.....	6
		Physical.....	
May	1 Assistant Superintendent, Correctional.	Training and experience.....	3
		Administrative duties.....	3
		Institution management.....	1
		Oral.....	3
Feb.	6 Assistant Utilities Engineer.	Training and experience.....	4
		Knowledge of Public Utilities Act.....	1
		Duties.....	5
Dec.	4 Barber.	Training and experience.....	4
		Technical and practical test.....	6
Apr.	3 Barnman.	Unassembled.	
		Training and experience.....	10
Jan.	2 Canal Superintendent.	Training and experience.....	4
		Canal history, geography and law.....	3
		Administration.....	2
		Waterway development.....	1
July	10 Carpenter.	Training and experience.....	3
		Practical examination.....	5
		Oral test.....	2
Apr.	3 Caseman.	Training and experience.....	4
		Duties.....	6
Nov.	6 Chief Clerk, Mining Board.	Training and experience.....	4
		State Mining Law.....	
		Duties and office methods.....	6
July	10 Chief Cook.	Training and experience.....	4
		Technical.....	6
		Physical.....	
Jan.	2 Chief Engineer.	Training and experience.....	4
		Steam engines and steam boilers.....	3
		Electrical machinery.....	2
		Heating, ventilation and refrigeration.....	1
June	5 Chief Grain Clerk.	Training and experience.....	4
		Filing and handling correspondence.....	1½
		Keeping records.....	1½
		Arithmetic.....	4
		Grain Law.....	2

TABLE II—Continued.

Date of examination.	Position.	Scope of examination.	Weights.
Apr.	3 Chief Industrial Examiner.	Training and experience.....	4
		Duties.....	6
Nov.	6 Chief Sanitary Engineer.	Unassembled.....	
		Training and experience.....	5
		Oral test.....	5
June	5 Cook.	Unassembled.....	
		Training and experience.....	
Nov.	6 Cook.	Unassembled.....	
		Training and experience.....	10
Dec.	4 Dairy Inspector.	Training and experience.....	3
		Technical.....	5
		Oral test.....	2
Nov.	6 Dairyman.	Training and experience.....	4
		Technical.....	6
		Physical.....	
Oct.	2 Dentist.	Training and experience.....	2
		Dental anatomy.....	1
		General anatomy.....	1
		Operative dentistry.....	1½
		Prosthetic dentistry.....	1½
		Dental pathology.....	1
		Oral surgery.....	1
		Oral hygiene.....	1
Sept.	4 Department Clerk, Rank II.	Training and experience.....	3
		Arithmetic.....	2
		Filing and handling correspondence.....	2
		Keeping records and office methods.....	2
		Copying from plain copy.....	1
Nov.	6 Department Editor.	Training and experience.....	4
		Technical questions.....	2
		Editing copy.....	1
		Newspaper article.....	3
Jan.	2 Department Stenographer, Rank III.	Training and experience.....	3
		Plain copy.....	1
		Spelling.....	1
		Transcription.....	3
		Rough draft.....	1
		Duties.....	1
Sept.	4 Department Stenographer, Rank I.	Training and experience.....	3
		Transcription of letters.....	4
		Plain copy.....	1
		Rough draft.....	1
		Duties.....	1
Sept.	4 Department Stenographer, Rank II.	Training and experience.....	3
		Transcription of letters.....	4
		Plain copy.....	1
		Rough draft.....	1
		Clerical duties.....	1
Oct.	2 Department Stenographer, Rank III.	Training and experience.....	3
		Transcription of letters.....	4
		Plain copy.....	1
		Rough draft.....	1
		Clerical duties.....	1
Apr.	3 Director of Music.	Training and experience.....	4
		Duties.....	6
Dec.	4 District Game and Fish Warden (promotional).	Seniority.....	½
		Efficiency.....	1½
		Game and Fish Law.....	2
		Administration.....	3
		Oral test.....	3

TABLE II—Continued.

Date of examination.	Position.	Scope of examination.	Weights.
Dec. 4	District Game and Fish Warden.	Training and experience..... Game and Fish Law..... Administration..... Oral test..... Physical.....	3 2 2 3 3
Mar. 6	Draftsman.	Training and experience..... Duties..... Mathematics.....	4 5 1
Sept. 4	Electrician.	Training and experience..... Oral and practical test..... Technical.....	4 3 3
Sept. 4	Elevator Conductor.	Training and experience..... Mechanical weight..... Operation..... Practical test..... Physical.....	4 1 2 3 3
Nov. 6	Engineering Clerk.	Training and experience..... Arithmetic..... Office duties.....	3 2 5
Oct. 2	Epidemiologist.	Unassembled. Training and experience..... Oral.....	5 5
Sept. 4	Female Guard.	Training and experience..... Verbal orders..... Duties..... Oral test..... Physical.....	3 2 2 3 3
Dec. 4	Fire Chief.	Training and experience..... Technical..... Duties.....	3 3 4
Feb. 6	Fireman.	Training and experience.....	3
June 5		Oral examination.....	4
Oct. 2		Practical test.....	3
Dec. 4		Physical.....	3
Sept. 4	Fish Culturist.	Training and experience..... Technical.....	3 7
Apr. 3	Food Bacteriologist.	Training and experience..... Technical.....	4 6
June 5	Food Chemist.	Training and experience..... Organic chemistry..... Inorganic chemistry..... Microscopy.....	4 2 2 2
July 10	Food Inspector.	Training and experience..... Technical..... Oral test.....	3 4 2
June 5	Foreman, Clothing Factory.	Training and experience..... Duties.....	4 6
Dec. 4	Gardener.	Training and experience..... Duties.....	4 6
July 10	Gas Engineer.	Unassembled. Training and experience..... Oral test (not completed).....	3 3 2
May 1	Graduate Nurse.	Training and experience..... Anatomy and physiology..... Hygiene..... Dietetics..... Materia Medica..... Medical and surgical nursing..... Mental and nervous disorders.....	3 1 1 1 1 2 2

TABLE II—Continued.

Date of examination.	Position.	Scope of examination.	Weights.
Jan.	2 Grain Sampler Clerk.	Training and experience..... Laws governing inspection..... Clerical duties..... Practical test.....	3 2 2 3
Jan.	2 Guard.	Training and experience..... Verbal orders..... Duties..... Oral examination..... Physical.....	3 1 3 3 3
Sept.	4 Guard.	Training and experience..... Duties..... Verbal orders..... Oral test..... Physical.....	3 3 1 3 3
Feb.	6 Head Farmer.	Training and experience..... Soil and crops..... Dairy..... Equipment and machinery..... Garden and orchard..... Live stock.....	4 2 1 1 1 1
Dec.	4 Home Visitor.	Training and experience..... Law..... Duties..... Oral test.....	3 3 2 2
Feb. July Nov.	6 10 6 Housefather and House-mother.	Training and experience..... Methods of handling delinquent boys and girls..... Oral examination..... Physical.....	3 4 3 3
Mar. Dec.	6 4 Housekeeper.	Training and experience..... Duties.....	4 6
Nov.	6 Hydrotherapist.	Training and experience..... Questions on hydrotherapy..... Practical test.....	4 4 2
Feb.	6 Inspector of Institutions.	Training and experience..... Charities Law..... Alms-houses..... Jails..... Inspection report.....	3 3 1 1 2
Feb.	6 Inspector of Pharmacies.	Training and experience..... Duties.....	4 6
July	10 Institution Chief Clerk (original).	Training and experience..... Filing and handling correspondence..... Office methods..... Arithmetic.....	3 2 3 2
July	10 Institution Chief Clerk (promotional).	Seniority..... Efficiency..... Filing and handling correspondence..... Keeping records and office methods..... Arithmetic.....	$\frac{1}{2}$ 1 $\frac{1}{2}$ 2 4 2
Apr.	3 Institution Clerk.	Training and experience..... Filing and handling correspondence..... Keeping records..... Arithmetic.....	3 2 3 2
Sept.	4 Insurance Clerk.	Training and experience..... Arithmetic..... Duties..... Office work..... Copying from plain copy.....	3 2 1 $\frac{1}{2}$ 1 $\frac{1}{2}$ 2
Oct.	2 Insurance Examiner.	Training and experience..... Methods of examining insurance companies..... Statutes and rules, relating to insurance companies.....	4 4 2

TABLE II—Continued.

Date of examination.	Position.	Scope of examination.	Weights.
May	1 Interne, Eye and Ear.	Training and experience..... Medicine..... Surgery..... Eye, ear, nose and throat.....	2 3 3 3
June	5 Janitor.	Training and experience..... Oral and practical test..... Physical.....	3 7 7
Mar.	6 Junior Highway Engineer.	Training and experience..... Specifications..... Analysis of simple structures..... Road design and construction..... Concrete highway bridge design and construction.....	3 2 1 2 2
Oct.	2 Junior Highway Engineer.	Training and experience..... Road design and construction..... Surveying..... Concrete highway bridge design and construction..... Specifications.....	3 2 2 2 1
Oct.	2 Laboratory Helper.	Training and experience..... Laboratory methods.....	3 7
Oct.	2 Laundryman, Laundress.	Unassembled. Training and experience.....	10
May	1 Library Assistant.	Training and experience..... Technical.....	3 7
Feb.	6 Library Organizer.	Training and experience..... Duties of library organizer..... Office duties.....	4 4 2
Dec.	4 Male Court Stenographer.	Training and experience..... Dictation of solid matter..... Dictation of testimony..... Plain copy..... Rough draft..... Duties.....	3 2 2 2 2 1
June	5 Male Department Stenographer, Rank III.	Training and experience..... Transcription of letters..... Rough draft..... Plain copy..... Clerical duties.....	3 4 1 1 1
Dec.	4 Mason.	Unassembled. Training and experience.....	10
May	1 Medical Interne.	Training and experience..... Medicine..... Surgery..... Neurology..... Pathology.....	2 2 2 2 2
July	10 Pharmacist.	Training and experience..... Materia medica, posology and toxicology..... Pharmacy..... Chemistry.....	4 3 2 1
Nov.	6 Plumber.	Training and experience..... Practical test..... Oral examination.....	4 3 3
Feb.	6 Primary Teacher.	Training and experience..... Special method..... Class room management..... Knowledge of subject matter.....	4 3 2 1
June	5 Principal (original).	Training and experience..... School management..... General and special method..... Knowledge of subject matter.....	4 2 2 2

TABLE II—Continued.

Date of examination.	Position.	Scope of examination.	Weights.
Feb. 6	Principal (promotional).	Seniority..... Efficiency..... General and special method..... School management..... Knowledge of subject matter.....	1 ¹ / ₂ 1 ¹ / ₂ 3 3 2
Jan 2	Property and Economy Officer.	Training and experience..... Duties.....	4 6
May 1	Psychologist.	Unassembled. Training and experience..... Practical and oral test.....	4 6
Nov. 6	Seamstress.	Unassembled. Training and experience.....	10
Mar. 6	Security Supervisor.	Training and experience..... Knowledge of Workmen's Compensation Act..... Principles involved in passing on securities.....	4 2 4
July 10	Service Engineer.	Unassembled. Training and experience..... Oral test (not completed).....	4 3 3
Apr. 3	Service Inspector (Electric).	Training and experience..... Method of testing electrical meters..... Inspection of electric properties.....	4 3 3
Apr. 3	Service Inspector (Gas).	Training and experience..... Methods of testing gas meters..... Inspection of gas properties.....	4 3 3
Apr. 3	Shoemaker.	Unassembled. Training and experience.....	10
Feb. 6	Steamfitter.	Training and experience..... Oral test..... Practical test.....	4 3 3
Feb. 6	Steamfitter's Helper.	Training and experience..... Oral examination..... Practical test.....	3 3 4
Sept. 4	Steward.	Training and experience..... Duties.....	4 6
May 1	Supervising Grain Inspector.	Training and experience..... Duties and law..... Oral examination..... Practical test.....	4 2 4 4
July 12	Tabulator.	Arithmetic..... Copying..... Penmanship.....	4 3 3
Mar. 6	Tariff Clerk.	Training and experience..... Classification, rates, rules and regulations..... Illinois Public Utility Law..... Checking and filing schedules.....	4 3 2 1
Apr. 3	Teacher of the Deaf.	Unassembled. Training and experience.....	10
July 10	Telephone Engineer.	Unassembled. Training and experience..... Oral test (not completed).....	4 5 1
Mar. 6	Telephone Operator.	Training and experience..... Operation of switch boards..... Penmanship and clerical duties..... Physical.....	4 5 1 3
Nov. 6	Topographical Draftsman.	Training and experience..... Mathematics..... Surveying..... Drafting.....	4 2 1 3

TABLE II—Concluded.

Date of examination.	Position.	Scope of examination.	Weights.
July 10	Transportation Rate Expert, Rank II.	Unassembled.	
		Training and experience.....	5
		Oral test.....	5
	Typist.	Training and experience.....	3
		Oral dictation and transcription.....	2
		Phonograph dictation and transcription.....	2
		Plain copy.....	2
		Rough draft.....	1
		Clerical duties.....	1
Nov. 13	University Secretary.	Training and experience.....	3
		Dictation and transcription.....	4
		Plain copy.....	1
		Rough draft.....	1
		Duties.....	1
June 5	University Stenographer.	Training and experience.....	3
		Dictation and transcription.....	4
		Rough draft.....	1
		Plain copy.....	1
		Clerical duties.....	1
May 1	Utilities Investigator.	Training and experience.....	4
		Duties.....	2
		Law.....	1
		Report.....	3
Apr. 3	Utilities Rate Expert.	Training and experience.....	4
		Illinois Public Utility Law.....	1
		Schedules and terminology.....	2
		Office work.....	1
		Computing bills.....	2
Apr. 3	Utilities Statistician, Rank I.	Training and experience.....	4
		Technical.....	6
July 10	Utilities Statistician, Rank I.	Training and experience.....	4
		Technical.....	6
Mar. 6	Watchman.	Training and experience.....	2
		Duties.....	4
		Oral examination.....	4
		Physical.....	
Nov. 6	Watchman.	Training and experience.....	2
		Duties and oral test.....	8
Dec. 4	Waterways Engineer.	Unassembled.	
		Training and experience.....	5
		Oral test.....	5

Figures concerning the examination of attendants, domestics and laborers are given in Table III. The plan of examination now in use for these three positions is working far more satisfactorily than any method heretofore used. It is to be expected that a large proportion of those examined for these positions will always qualify unless it is found possible to fix higher standards and still secure a sufficient number of eligibles. This is hardly possible at the salary now offered.

TABLE III—RESULTS OF EXAMINATIONS FOR ATTENDANT, DOMESTIC AND LABORER DURING 1915.

Position.	Number examined.	Number men passed.	Number women passed.	Number failed.	Per cent passed.
EXAMINED AT INSTITUTIONS.					
Attendant.....	2,066	1,021	968	77	96.2
Domestic.....	355	345	10	97.2
Laborer.....	468	459	9	98.07
EXAMINED BY LOCAL PHYSICIANS.					
Attendant.....	1,259	753	499	17	98.6
Domestic.....	93	93	100.
Laborer.....	108	107	1	99.
Total.....	4,349	2,340	1,895	114	97.4

Detailed data concerning the other examinations of the year are contained in Table IV. Of those whose applications were accepted, 69.6 per cent appeared for examination. It is interesting to note the steadiness of this ratio, which was 68.5 per cent for 1914. Of all persons examined, 61.4 per cent were passed as qualified. The corresponding percentages in the years immediately preceding were: 1914, 67 per cent; 1913, 75.9 per cent; 1912, 72.1 per cent.

TABLE IV—RESULT OF 1915 EXAMINATIONS.

Exclusive of Attendant, Domestic and Laborer.

	Date.	Number applicants notified.	Number examined.	Number men passed.	Number women passed.	Number failed.	Per cent passed.
Accountant, Rank I.....	Jan. 2	80	55	6	46	10.9
Accountant, Rank II.....	Feb. 6	94	67	5	62	7.5
Advanced Teacher.....	Mar. 6	49	26	2	4	26	23.0
Arbitration Agent.....	Mar. 6	90	66	9	5	13.6
Assistant Canal Superintendent.....	Sept. 4	35	20	20	00.0
Assistant Ear Surgeon.....	June 5	8	6	2	4	33.3
Assistant Eye Surgeon.....	June 5	23	11	4	7	36.3
Assistant Highway Engineer.....	Mar. 6	6	5	4	1	80.0
Assistant Physician.....	June 5	59	31	8	23	25.5
Assistant Railroad Engineer.....	June 5	47	35	13	22	37.1
Assistant State Deportation Agent.....	Jan. 2	41	23	4	19	17.3
Assistant Superintendent Capitol Building and Ground.....	Sept. 4	35	18	6	12	33.3
Assistant Superintendent Correctional.....	May 1	48	36	4	32	11.1
Assistant Utilities Engineer.....	Feb. 6	66	58	27	31	46.6
Barber.....	Dec. 4	83	44	35	9	79.6
Barnman*.....	Apr. 3	210	188	93	75	55.3
Canal Superintendent.....	Jan. 2	24	10	2	8	20.0
Carpenter.....	July 10	16	20	9	11	45.0
Caseman.....	Apr. 3	15	9	3	6	33.3
Chief Clerk, Mining Board.....	Nov. 6	23	12	6	6	50.0
Chief Cook.....	July 10	26	10	2	1	7	30.0
Chief Engineer.....	Jan. 2	52	42	13	29	31.0
Chief Grain Clerk.....	June 5	76	46	12	34	26.1
Chief Industrial Examiner.....	Apr. 3	48	31	4	27	12.9
Chief Sanitary Engineer*.....	Nov. 6	75	44	9	35	20.4
Cook*.....	June 5	56	38	11	10	17	55.3
Cook*.....	Nov. 6	44	38	10	15	13	65.8
Dairy Inspector.....	Dec. 4	126	98	8	90	8.2
Dairyman.....	Nov. 6	21	15	6	9	40.0
Dentist.....	Oct. 2	18	9	8	1	89.0
Department Clerk, Rank II.....	Sept. 4	284	190	41	48	101	46.9
Department Editor.....	Nov. 6	62	52	17	35	32.7
Department Stenographer, Rank I.....	Sept. 4	31	9	2	7	22.2
Department Stenographer, Rank II.....	Sept. 4	241	165	5	22	138	16.4
Department Stenographer, Rank III.....	Jan. 2	253	199	3	29	167	16.1

TABLE IV—Continued.

	Date.	Number applicants notified.	Number examined.	Number men passed.	Number women passed.	Number failed.	Per cent passed.
Department Stenographer, Rank III.....	Oct. 2	210	145	3	14	128	11.7
Director of Music.....	Apr. 3	12	8	4	4	50.0
District Game and Fish Warden.....	Dec. 4	4	9	5	4	55.5
District Game and Fish Warden.....	Dec. 4	82	48	7	41	14.6
Draftsman.....	Mar. 6	29	23	1	22	4.3
Electrician.....	Sept. 4	14	10	8	2	80.0
Elevator Conductor.....	Sept. 4	28	21	2	19	9.5
Engineering Clerk.....	Nov. 6	13	10	3	1	6	40.0
Epidemiologist*.....	Oct. 2	77	54	4	50	7.4
Female Guard.....	Sept. 4	17	14	12	2	85.7
Fire Chief.....	Dec. 4	16	16	16	00.0
Fireman.....	Feb. 6	37	23	16	7	69.6
Fireman.....	June 5	21	12	5	7	41.6
Fireman.....	Oct. 2	45	32	20	12	62.5
Fireman.....	Dec. 4	10	5	5	100.0
Fish Culturist.....	Sept. 4	10	3	1	2	33.3
Food Bacteriologist.....	Apr. 3	37	25	9	2	14	43.0
Food Chemist.....	June 5	23	16	3	13	18.7
Food Inspector.....	June 10	179	123	14	1	108	12.2
Foreman Clothing Factory.....	June 5	60	49	11	38	22.4
Gardener.....	Dec. 4	26	16	8	8	50.0
Gas Engineer.....	July 10	30	24	1	1
Graduate Nurse.....	May 1	66	61	7	52	2	96.8
Grain Sampler Clerk.....	Jan. 2	135	105	45	60	42.9
Guard.....	Jan. 2	179	84	40	44	47.6
Guard.....	Sept. 4	357	214	104	110	48.6
Head Farmer.....	Feb. 6	48	103	44	59	42.7
Home Visitor.....	Dec. 4	102	64	2	13	49	23.4
Housefather and Housemother.....	Feb. 6	96	71	12	20	39	45.1
Housefather and Housemother.....	July 10	108	45	7	11	27	40.0
Housefather and Housemother.....	Nov. 6	87	40	7	13	20	50.0
Housekeeper.....	Mar. 6	78	41	12	29	29.3
Housekeeper.....	Dec. 4	43	19	11	8	58.0
Hydrotherapist.....	Nov. 6	23	15	2	11	2	86.7
Inspector of Institutions.....	Feb. 6	43	38	2	36	5.3
Inspector of Pharmacies.....	Feb. 6	68	47	9	1	37	21.3
Institution Chief Clerk.....	July 10	91	71	21	50	29.6
Institution Chief Clerk.....	July 10	4	4	3	1	75.0
Institution Chief Clerk.....	Apr. 3	69	51	15	8	28	45.2
Insurance Clerk.....	Sept. 4	110	92	41	12	39	57.6
Insurance Examiner.....	Oct. 2	125	35	6	29	17.1
Interne, Eye and Ear.....	May 1	33	12	12	100.0
Janitor.....	June 5	9	9	5	4	55.5
Junior Highway Engineer.....	Mar. 6	148	100	27	73	27.0
Junior Highway Engineer.....	Oct. 2	105	57	26	31	45.5
Laboratory Helper.....	Oct. 2	16	13	5	2	6	63.9
Laundryman and Laundress*.....	Oct. 2	21	15	7	5	3	80.0
Library Assistant.....	May 1	82	28	27	1	96.5
Library Organizer.....	Feb. 6	18	17	4	13	23.5
Male Court Stenographer.....	Dec. 4	58	37	19	18	51.4
Male Department Stenographer, Rank III.....	June 5	106	77	20	57	26.0
Mason*.....	Dec. 4	32	26	24	2	92.4
Medical Interne.....	May 1	18	8	5	3	62.5
Pharmacist.....	July 10	10	6	2	1	3	50.0
Plumber.....	Nov. 6	9	6	3	3	50.0
Primary Teacher.....	Feb. 6	84	63	18	45	28.6
Principal.....	June 5	27	20	11	3	6	70.0
Principal.....	Feb. 6	10	6	2	4	33.3
Property and Economy Officer.....	Jan. 2	50	41	3	38	7.3
Psychologist*.....	May 1	20	11	2	1	8	27.3
Seamstress*.....	Nov. 6	64	59	49	10	83.0
Security Supervisor.....	Mar. 6	21	6	15	28.6
Service Engineer*.....	July 10	53	53	1	1
Service Inspector (Electric).....	Apr. 3	51	37	11	26	29.7
Service Inspector (Gas).....	Apr. 3	51	28	6	22	21.4
Shoemaker*.....	Apr. 3	29	24	16	8	66.6
Steamfitter.....	Feb. 6	60	45	39	8	86.7
Steamfitter's Helper.....	Feb. 6	112	90	59	31	65.6
Steward.....	Sept. 4	29	24	7	1	16	33.3
Supervising Grain Inspector.....	May 1	37	23	5	18	21.7
Tabulator.....	July 12	55	41	10	22	9	73.0
Tariff Clerk.....	Mar. 6	71	55	27	28	49.2
Teacher of Deaf*.....	Apr. 3	50	29	1	13	15	48.3
Telephone Engineer*.....	July 10	40	33	1	1

TABLE IV—Concluded.

	Date.	Number applicants notified.	Number examined.	Number men passed.	Number women passed.	Number failed.	Per cent passed.
Telephone Operator.....	Mar. 6	98	60	28	32	46.7
Topographical Draftsman.....	Nov. 6	59	43	12	31	27.9
Transportation Rate Expert, Rank II*.....	July 10	115	115	7	108	6.1
Typist.....	Nov. 6	147	119	9	44	66	44.5
University Secretary.....	Nov. 13	23	12	3	9	25.0
University Stenographer, Rank II.....	June 12	149	127	4	24	99	22.0
Utilities Investigator.....	May 1	129	102	16	86	15.7
Utilities Rate Expert.....	Apr. 3	22	13	4	9	30.8
Utilities Statistician, Rank I.....	Apr. 3	61	48	48	00.0
Utilities Statistician, Rank II.....	July 10	75	54	5	49	9.3
Watchman.....	Mar. 6	49	29	14	15	48.4
Watchman.....	Nov. 6	21	18	6	12	33.3
Waterways Engineer*.....	Dec. 4	230	185	8	177	4.3
Total.....		8,133	5,661	1,324	578	3,619	33.6

The last three totals are exclusive of uncompleted examinations.

* Unassembled examinations.

† Promotional.

‡ Not completed.

If the attendant, domestic and laborer examinations are not considered, it is seen that 33.6 per cent of the persons examined were passed. The corresponding figure in 1914 was 48.8 per cent, in 1913 it was 52 per cent and for 1912 it was 52.6 per cent. The low figure for the year just completed probably comes from the greater number of important examinations for which high standards were set.

Tables V, VI and VII list all appointments from eligible lists and other changes among employees (exclusive of temporary ones) during 1915 in all institutions and departments. The total number of new appointments and reinstatements is 4,552, which is an increase of 53.3 per cent over the total for 1914. This figure has steadily increased, year after year, and is a good index to the increase in the work of the commission's office force.

TABLE V—APPOINTMENTS AND REINSTATEMENTS AFTER CERTIFICATION DURING 1915.

Position.	Number of appoint- ments from eligible list.	Number of reinstatement- ments.
Accountant, Rank I.....	3
Accountant, Rank II.....	1
Advanced Teacher.....	2
Arbitration Agent.....	6
Assistant Ear Surgeon.....	2
Assistant Examiner.....	1
Assistant Eye Surgeon.....	4
Assistant Geologist.....	1
Assistant Highway Engineer (promotional).....	6
Assistant Physician.....	14	2
Assistant State Deportation Agent.....	2
Assistant State Veterinarian.....	57
Assistant Superintendent.....	1
Assistant Superintendent, Correctional.....	1
Assistant Utilities Engineer.....	4

TABLE V—Continued.

Position.	Number of appointments from eligible list.	Number of reinstatements.
Baker.....	4	
Barnman.....	2	
Butcher.....	2	
Canal Superintendent.....	1	
Carpenter.....	7	2
Caseman.....	3	
Chauffeur.....	4	
Chief Clerk.....	1	
Chief Cook.....	1	
Chief Engineer.....	5	
Chief Grain Clerk.....	2	
Chief Industrial Examiner.....	1	
Clerk, Grade I.....	3	1
Collector of Tolls.....	1	
Cook.....	26	3
Court Stenographer.....	7	
Dairyman.....	1	1
Dentist.....	1	1
Department Bookkeeper.....	4	
Department Clerk, Rank II.....	1	1
Department Clerk, Rank III.....	1	10
Deputy Fire Marshal.....	5	
Deputy Game and Fish Warden.....	23	
Deputy Warden, Penitentiaries.....	3	
Dietitian.....	2	
Director of Music.....	1	
Draftsman, Engineering.....	1	
Driver.....	2	
Electrician.....	2	
Female Guard.....	1	
Filing Clerk.....	3	1
Fireman.....	25	5
Fish Culturist.....	1	
Florist.....	1	
Food Bacteriologist.....	1	
Food Chemist.....	7	
Food Inspector.....	1	
Foreman of Printing.....	1	
Graduate Nurse.....	61	10
Grain Helper.....	16	1
Grain Sampler-Clerk.....	13	1
Grain Sampler.....	5	
Guard.....	62	4
Head Farmer.....	8	
Housfather and Housemother.....	37	7
Housekeeper.....	5	
Hydrotherapist.....	4	
Inspector of Institutions.....	1	
Inspector of Pharmacies.....	1	
Inspector of Private Employment Agencies.....	5	
Institution Bookkeeper.....	2	
Institution Chief Clerk (promotional).....	2	
Institution Clerk Rank I.....	3	
Institution Stenographer, Rank I.....	9	2
Insurance Clerk.....	6	
Interne, Eye and Ear.....	6	
Janitor.....	3	4
Junior Engineer.....	22	11
Junior Highway Engineer.....	26	
Laboratory Helper.....	1	
Laundress.....	1	
Laundryman.....	2	
Law Stenographer.....	2	
Library Assistant.....	18	
Library Organizer.....	1	
Live Stock Inspector.....	3	
Manual Training Teacher.....	2	
Medical Interne.....	2	
Messenger.....	8	
Painter.....	5	2
Pharmacist.....	1	
Physical Culture Teacher.....	1	
Physician (general).....		1
Physician (promotional).....	13	

TABLE V—Concluded.

Position.	Number of appointments from eligible list.	Number of reinstatements.
Plasterer.....	9	1
Policeman.....	3	
Primary Teacher.....	11	1
Principal.....	3	
Prison Industry Clerk.....	3	
Proof Reader.....	3	
Property and Economy Officer.....	1	
Psychologist.....	1	
Reimbursing Investigator.....	3	1
Road Engineer.....	2	
Safety Appliance Inspector.....	3	
Seamstress.....	6	
Secretary, Industrial Board.....	1	
Secretary, Rivers and Lakes.....	1	
Securities Supervisor.....	1	
Service Inspector (Electric).....	6	
Service Inspector (Gas).....	2	
Stationary Engineer.....	7	
Steamfitter's Helper.....	2	
Stenographer, Department, Rank II.....		4
Stenographer, Department, Rank III (Male).....	6	
Stenographer, Grade I.....	2	
Stenographer, Grade II.....	1	1
Stenographer, Rank III.....	23	
Steward.....	1	2
Storekeeper.....	6	
Supervising Grain Inspector.....	4	
Supervising Nurse.....	3	
Tariff Clerk.....	2	
Teacher, Adult Blind.....	1	
Teacher, Deaf.....	9	1
Telephone Operator.....	6	1
Trained Nurse.....	2	
Typist.....	1	
University Stenographer, Rank II.....	14	
University Stenographer, Rank III.....	3	
Utilities Rate Expert.....	1	
Utilities Statistician.....	1	
Watchman.....	2	
Total.....	772	83
Attendants, Domestic and Laborers.....	3,687	10
Total.....	4,459	93

*TABLE VI—CHANGES IN INSTITUTIONS DURING 1915.

(This table does not include temporary employees.)

Institutions.	Attendants, domestics and laborers.				All other positions.			
	Appoint-ments.	Reinstatements.	Resig-nations.	D/s-charges.	Appoint-ments.	Reinstatements.	Resig-nations.	D/s-charges.
CHARITABLE INSTITUTIONS.								
Alton State Hospital.....	13		2		1			
Anna State Hospital.....	330	2	80	15	20		16	2
Blind, Illinois School for.....	12		2	1	6	1		1
Blind, Industrial Home for.....	1		1				1	
Chester State Hospital.....	8		3		20	3	5	4
Chicago State Hospital.....	430		152	65	34	8	7	8
Deaf, Illinois School for.....	46	1	13	1	15	2	4	
Elgin State Hospital.....	391	1	129	31	25	3	4	3
Eye and Ear Infirmary.....	30	1	15	5	14	1	1	
Girls Training School.....	4		3		27	3	9	

TABLE VI—Concluded.

Institutions.	Attendants, domestics and laborers.				All other positions.			
	Appoint-ments.	Reinstat-ments.	Resig-nations.	Dis-charges.	Appoint-ments.	Reinstat-ments.	Resig-nations.	Dis-charges.
Jacksonville State Hospital.....	544	1	144	53	23	3	15	6
Kankakee State Hospital.....	515	1	181	39	28	4	9	5
Lincoln State School and Colony.....	328	1	112	15	8		8	5
Peoria State Hospital.....	501	1	126	48	24	2	4	2
Psychopathic Institute.....					1			
St. Charles School for Boys.....	5		2		37	10	24	3
Soldiers' Orphans' Home.....	19		1		13	1	1	
Soldiers' and Sailors' Home.....	94		13	11	10	1	3	4
Soldiers' Widows' Home.....	19		9		1		2	
Watertown State Hospital.....	259	1	76	27	29	1	9	5
EDUCATIONAL INSTITUTIONS.								
Eastern Illinois Normal.....	5				1			1
Normal University.....	1						1	
Northern Illinois Normal.....	1				1		1	
Southern Illinois Normal.....	4				1	1	1	
Western Illinois Normal.....					3			
University of Illinois.....	127				45	1	17	1
PENAL INSTITUTIONS.								
Illinois State Penitentiary.....					29		12	
Southern Illinois Penitentiary.....					22	1	14	3
Illinois State Reformatory.....					12	1	9	
Total.....	3,687	10	1,064	311	450	47	177	53

* Definitions of column headings—

"Appointments": Persons entering the service from eligible lists.

"Reinstatements": Employees returned to the service without taking additional examination.

"Resignations": Employees who severed their connection with the service of their own volition.

"Discharges": Dismissals from the service; hearings are held in all cases except those of laborers and other employees who have not completed three months' probation.

*TABLE VII—CHANGES IN DEPARTMENTS DURING 1915.

(This table does not include temporary employees.)

Department.	Appoint-ments.	Rein-statement-ments.	Resigna-tions.	Dis-charges.
Administration, Board of.....	9	1	2	1
Attorney General.....	1		1	
Auditor of Public Accounts.....	1			
Barbers' Board of Examiners.....		1		
Canal Commission.....	2			
Charities Commission.....	1			
Civil Service Commission.....	3	1	1	
Examiners of Architects.....	1			
Factory Inspection.....	4	1		
Free Employment Office, Chicago.....	3	2		
Free Employment Office, Springfield.....	1	1	1	1
Free Employment Office, Peoria.....	1			
Fire Marshal.....	6		2	
Food Commissioner.....	9	1	4	
Game and Fish Commission.....	24	1	3	1
Geological Survey.....		1		
Grain Inspection Department.....	40	3	7	17
Health, Board of.....	2	1	1	
Highway Commission.....	58	13	2	
Historical Library.....	1			
Industrial Board.....	19	7	2	
Insurance Department.....	8	1	1	1
Library Extension Commission.....	1			
Live Stock Commission.....	60	1	1	2

TABLE VII—Concluded.

Department.	Appoint-ments.	Rein-state-ments.	Resigna-tions.	Dis-charges.
Mining Board.....			1	
Mine Rescue Station.....			1	
Pharmacy, Board of.....	1			
Prison Industries, Board of.....	1			
Private Employment Agencies.....	5			
Public Instruction, Superintendent of.....	1			
Rivers and Lakes Commission.....	1			
Secretary of State.....	12		3	
Superintendent of Printing.....	3		1	
Utilities Commission.....	43			
Total.....	322	36	34	23

In the above departments 2 deaths occurred and 7 positions were abolished.

* For definitions of column headings, see footnote to Table VI.

In Tables VIII and IX are listed changes occurring among temporary employees in the State service during 1915. In order to care for work of an essentially temporary and transitory nature, 1,116 temporary employment (30-day) permits were issued. To cover permanent positions for which requisitions were filed but which no eligible would accept or for which there was no list, 484 temporary appointment permits were issued.

*TABLE VIII—TEMPORARY EMPLOYEES IN INSTITUTIONS DURING 1915.

Institution.	Attendants, domestics and laborers.				All other positions.			
	Appointments.		Resig-nations.	Dis-charges.	Appointments.		Resig-nations.	Dis-charges.
	Thirty days.	No eli-gibles.			Thirty days.	No eli-gibles.		
CHARITABLE INSTITUTIONS.								
Alton Hospital.....	5				8	3	1	1
Anna Hospital.....	12			1	11	8	2	
Blind, Illinois School for.....	4		1		23	2	4	
Blind, Industrial Home for.....	1		1		5	5	1	
Chester Hospital.....					2	3	1	
Chicago Hospital.....	6	1		1	64	4	5	1
Deaf, Illinois School for.....	37	3	1		17	12	5	
Elgin Hospital.....	1			1	3	5	3	
Eye and Ear Infirmary.....	4	3	3	2	4	5	3	
Girls' Training School.....	5	1			13	24	15	2
Jacksonville Hospital.....		2	1		19	14		1
Kankakee Hospital.....			1	2	4	5	6	2
Lincoln State School and Colony.....			2		2	11	6	
Peoria Hospital.....					11	8	3	
St. Charles School for Boys.....	1	3			24	38	17	2
Soldiers' Orphans' Home.....	2				16	11	10	
Soldiers' and Sailors' Home.....	4		6		7	10	6	
Soldiers' Widows' Home.....		1					2	
Watertown Hospital.....		1	1	2	18	4	3	4
EDUCATIONAL INSTITUTIONS.								
Eastern Illinois Normal.....	9	2						
Normal University.....	2	6	2					
Northern Illinois Normal.....	18	26	2					
Western Illinois Normal.....		5	1					
University of Illinois.....					6	45	6	1

TABLE VIII—Concluded.

Institution.	Attendants, domestics and laborers.				All other positions.			
	Appointments.		Resignations.	Discharges.	Appointments.		Resignations.	Discharges.
	Thirty days.	No eligibles.			Thirty days.	No eligibles.		
PENAL INSTITUTIONS.								
Illinois State Penitentiary.....	6	15	7	1
Southern Illinois Penitentiary.....	4	2	1
Illinois State Reformatory.....	2	1
Total.....	111	54	22	9	269	234	108	15

* Definitions of column headings.

"Thirty days": Temporary employment permits issued where the work is of an essentially temporary and transitory nature.

"No eligibles": Where the position is permanent, but there is no eligible person available for appointment, a temporary appointment permit is issued which is good until certification of an eligible can be made.

Other headings same as in previous tables.

*TABLE IX—TEMPORARY EMPLOYEES IN DEPARTMENTS DURING 1915.

Department.	Thirty days.	No eligibles.	Resignations.	Discharges.
Administration, Board of.....	32	10	2
Attorney General.....	3	1
Inspector of Apiaries.....	1
Auditor Public Accounts.....	1
Barbers' Examining Board.....	7	3
Canal Commission.....	57	7
Charities Commission.....	3	1
Civil Service Commission.....	10
Dental Examiners.....	1	1
Entomologist.....	3	1
Factory Inspection.....	20	10	1
Fire Marshal.....	1
Food Commission.....	27	7	6
Free Employment Offices.....	10	7	2
Fort Massac.....	2
Game and Fish Commission.....	83	15	6	1
Geological Survey.....	4
Grain Inspection.....	59	1
Health, Board of.....	71	12	2
Highway Department.....	81	29	19
Historical Library.....	5	1
Horse Shoers, Examiners of.....	1
Industrial Board.....	22	10	2
Insurance Department.....	12	8
Laboratory Natural History.....	1	1
Labor Statistics.....	3
Lieutenant Governor.....	1
Lincoln Monument.....	1
Live Stock Commission.....	3	4	6
Mining Board.....	7	3	1
Mine Rescue Station.....	1
Natural History Museum.....	1
Nurse Examiners.....	1	1
Park Commission.....	8
Penitentiary Commission.....	3	3	1
Pharmacy, Board of.....	1
Printing, Superintendent of.....	2	7
Prison Industries.....	1
Private Employment Agencies.....	10	2
Public Instruction, Superintendent of.....	99
Rivers and Lakes Commission.....	15	10	2
Secretary of State.....	5

TABLE IX—Concluded.

Department.	Thirty days.	No eligibles.	Resignations.	Discharges.
Stallion Registration Board	6	1	1
Public Utilities	60	36	3
Total	736	196	58	2

* See footnote to Table VIII.

In Table X will be found the names of the commission's investigating officers, aside from members of the office force, who have been available for investigating charges during 1915. Charges were preferred against 287 employees, the number being a slight decrease over that for 1914. Of these charges, 284 were preferred by the department head and 3 by the Civil Service Commission. Two of these employees resigned while charges were pending. When hearings were had in the remaining cases, 110 employees appeared in their own defense and 175 let the charges go by default.

Of those who appeared 66 were ordered discharged, 30 were reinstated with loss or reduction in pay, 9 were reinstated without loss of pay; and 2 were transferred to other institutions. The charges were dismissed in 3 instances. All those were discharged who let the case go by default, the testimony being found to sustain the charges.

TABLE X—INVESTIGATING OFFICERS.

Institution and name.	Institution and name.
Anna, State Hospital, Edgar A. Davie.	Lincoln, State School and Colony, Mrs. Caroline C. Lutz.
Chester, State Hospital, E. J. Baronowsky.	Peoria, State Hospital, John E. Dougherty.
Elgin, State Hospital, Eugene P. Ferron.	Quincy, Soldiers' and Sailors' Home, J. LeRoy Adair.
Geneva, State Training School for Girls, Oscar B. Nelson.	St. Charles, School for Boys, C. L. Blanchard.
Jacksonville, State Hospital, E. P. Brockhouse.	Urbana, University of Illinois, John A. Fairlie.
Kankakee, State Hospital, A. L. Granger.	Watertown, State Hospital, John H. Coburn.

A summary of pay rolls checked for December of 1915 showed a total of 6,708 civil service employees with total salaries for that month of \$350,554.78.

A summary of the work of the commission since its organization is given in Table XI. The steady increase in volume of work handled is apparent.

TABLE XI—WORK OF THE COMMISSION.

Year.	Applications.	Examined.	Passed.	Appointments.	Resignations.	Removals.
1905-6.....	3,212	1,625	1,269	1,468	954	295
1907.....	3,193	1,541	1,155	1,854	1,299	344
1908.....	3,540	1,799	1,511	1,335	1,054	307
1909.....	3,419	2,582	2,110	1,471	1,292	272
1910.....	3,980	2,336	1,942	1,860	1,499	299
1911.....	4,685	2,896	2,262	1,474	1,724	727
1912.....	6,672	3,811	2,746	2,213	1,680	433
1913.....	8,839	4,390	3,336	2,624	2,008	359
1914.....	11,737	7,685	5,146	3,062	2,349	530
1915.....	14,544	10,010	6,137	4,552	1,275	387
Total.....	63,821	38,675	27,614	21,913	15,134	3,953

Appropriations available during 1915 (excluding salaries fixed by statute and carried on the "State officers' roll") and expenses incurred were as follows:

	Expense.	Salary.
Balance, Jan. 1, 1915.....	\$15,062 44	\$ 9,402 75
Appropriations available July 1, 1915.....	14,005 00	19,010 00
	<hr/>	<hr/>
Lapsed appropriations	\$29,067 44	\$28,412 75
	443 11	640 05
	<hr/>	<hr/>
Expenditures in 1915.....	\$28,624 33	\$27,772 70
	17,798 14	17,821 68
	<hr/>	<hr/>
Balance on hand, Jan. 1, 1916.....	\$10,826 19	\$9,951 02

Respectfully submitted,

W. R. ROBINSON, *Chief Examiner.*

NOTE.—The rules of the commission are printed in a separate volume.

OPINION OF THE SUPREME COURT.

THE PEOPLE *ex rel.* MARY A. SELLER, Appellee v. JAMES J. BRADY, State Auditor *et al.* Appellants.

Mr. Justice Carter delivered the opinion of the court:

Mary A. Sellers filed her petition for a writ of *mandamus* in the Circuit Court of Cook County in October, 1913, against James J. Brady, as Auditor of Public Accounts of the State of Illinois, William Ryan, Jr., State Treasurer, and the Civil Service Commissioners of the State, praying that *mandamus* issue against said defendants commanding them to restore relator to her position as stenographer in the Chicago office of the Auditor of Public Accounts and to cause a warrant to be drawn on the State Treasurer for the amount due her from July 1, 1913. Answers and replications were filed. After a hearing the trial court ordered that a writ of *mandamus* issue, commanding said Auditor to reinstate the relator, within one day from the entry of said order, to said position of stenographer, and within five days to sign his warrant as such Auditor, payable to relator for the sum of \$506.66, and commanding said State Treasurer to countersign said warrant upon presentation and pay said relator said sum. From this judgment the Auditor and State Treasurer appealed to this court.

It appears from the record that the relator, Mary A. Sellers, had been prior to and was on July 1, 1913, employed as a stenographer in the Chicago office of the Auditor of Public Accounts, that being the date the amendment to the State Civil Service Law, governing, as she contends, that position, went into effect. (Laws of 1911, p. 222.) It is contended by appellee that under said law she was placed in the classified civil service of the State without an examination. It further appears that the Auditor of Public Accounts on June 5, 1913, requested relator to resign, to take effect July 1, 1913; that she refused so to do, and that on said last mentioned date the Auditor appointed one Thyra Cleary to the position formerly occupied by appellee. Without attempting to set out all the facts as to her efforts to retain said position of employment in the Auditor's office, we deem it sufficient to state that if said act of 1911 is constitutional and appellee was by its terms placed in the classified list, the judgment of the trial court should be sustained. It should be added that the State Civil Service Commissioners, concede the constitutionality of the act and admit that appellee is within the classified list of said act and they have refused to acknowledge the legality of the appointment of Thyra Cleary.

Appellants urge the unconstitutionality of this statute on several grounds. The first and principal one is, that said amendment of 1911 to the State Civil Service Act was not passed in conformity with the provisions of the Constitution as to printing certain amendments, as said provisions have been construed by this court in *Neiberger v. McCullough*, 253 Ill., 312. Counsel for appellee argue that this question, as well as practically all the other constitutional questions raised by the appellants, is not now an open one in this court, as this act was held constitutional in *People v. McCullough*, 254 Ill., 9; that in that case the constitutionality of this act was attacked; that it was there held that the employees under the Secretary of State were not his employees but the employees of the State, engaged not in his work but in the work of the State—a public and not a private service; that under the reasoning of this court on a very similar question in *Greenberg v. City of Chicago*, 256 Ill., 213; *Richter v. Burdock*, 257 id., 410; *Kennedy v. Neeves*, 258 id., 24, *Gifford v. Culver*, 261, id., 530, appellants and everyone else are precluded by the decision in *People v. McCullough*, *supra*, from questioning the constitu-

tionality of said amendment of 1911 to the State Civil Service Law. It would be difficult, after holding the act constitutional in *People v. McCullough*, *supra*, to now hold it unconstitutional, and in so doing not overrule the reasoning in *Greenberg v. City of Chicago*, and the other cases just referred to on this point. However, as we deem the law constitutional as to the other grounds urged and do not base our decision solely on the ground that this law has heretofore been held constitutional, we shall not further discuss that question.

Counsel for appellants contend that while the said act of 1911, which originated in the House of Representatives, legally passed that body before it was acted upon by the Senate, certain of the Senate amendments were never printed in either house. Certified copies of the original journals of both houses with reference to this bill (known as House Bill No. 47), so far as they affect the question under consideration, were introduced in evidence. After the bill had passed the House it was sent to the Senate, and the journal of that body shows that on the date of its receipt it "was taken up and read at large a first time, ordered printed, and under the rules" referred to the Committee on Civil Service. Three days later (April 28), the journal shows that the chairman of the Senate Committee on Civil Service reported the same back with amendments, and recommended that the "amendments be adopted and that the bill as amended do pass. Under the rules the bill was ordered to a second reading and to be printed with the amendments." May 2, by unanimous consent, it was made a special order for second reading on May 3. On that day the journal shows that it "was taken up and read at large a second time, together with the following amendments thereto, reported from the Committee on Civil Service." Then follow seven amendments. The journal, in setting out each amendment, opens with "Amend printed bill," and then follows a statement of how it shall be amended. The journal then recites the adoption of the first three amendments, without reference to whether they were printed or not. The fourth amendment was then taken up, and the journal shows that a senator offered an amendment to that amendment, which read: "Amend the fourth committee amendment by inserting after the word 'wardens,' in line 13 of the printed amendment, the words," (then stating certain changes). Another amendment was thereupon offered as a substitute, which was adopted. The fifth amendment was then taken up and rejected. The sixth amendment was then taken up and after being amended was adopted. Then the seventh amendment was taken up and amended in certain particulars. There is a question raised as to whether this amendment, as amended, was adopted. We shall discuss that later. Thereafter another amendment was offered to the bill, which was lost. Another amendment was then offered, with reference to which the journal reads, "Strike out section one of said printed bill, as amended, and insert in lieu thereof the following," (setting forth the proposed substitute.) Pending the vote on this, it was decided to postpone the further consideration of the bill and pending amendments until May 4. On that day the bill was taken up on the pending question as to substituting an amendment for Section II. Before the vote was taken on that question another substitute for the amendment was offered, the journal reading, "Strike out of section II of printed House Bill No. 47 as amended in Senate and insert in lieu thereof the following," (then giving the substitute): On vote the substitute was adopted. Farther on the journal reads: "The question then pending, 'Shall the bill be ordered to a third reading and the amendments printed?' it was decided in the affirmative." The journal shows then that by unanimous consent, on motion "the consideration of House Bill No. 47 (describing it without reference to the amendments made in the Senate), was made a special order for Tuesday, May 9." On May 9 the journal shows that the presiding officer announced the special order to be "the consideration of House Bill No. 47 (describing it without any reference to the amendments made in the Senate), on the order of third reading.

"By unanimous consent Mr. Magill offered the following amendment to the bill, which was adopted:

"Amend Section II by adding the following: '*Provided*, that in the University of Illinois and the Normal Schools students may be employed under the rules of the Civil Service Commission without examination or certification, and a private secretary or stenographer in the office of the dean of men and the dean of women of the University of Illinois shall not be included in the classified service.'

"And the bill, having been printed, was taken up and read at large a third time.

"And the question being, 'Shall this bill pass, together with Senate amendments thereto?' it was decided in the affirmative by the following vote," (then follow the names of those voting).

The copy of the House Journal with reference to said Senate amendments is shown. It does not indicate whether said amendments were printed in the House or not, but shows that the six amendments adopted by the Senate were concurred in by the House.

Do these minutes that we have quoted from the journal of the Senate show that the bill, with the Senate amendments, was printed before being acted upon by that body? When said bill was ordered to a second reading in the Senate the journal shows that the bill, with amendments, was ordered printed. Three days later the journal shows that the bill was taken up and read at large a second time, together with the amendments, and that the amendments each stated, "amend printed bill." Is not the conclusion inevitable that this refers to the House bill in the Senate and that it was printed? In amending the fourth committee amendment the journal recites, amend "the printed amendment." The conclusion is just as strong from this that this amendment had been printed. These conclusions are strengthened by one of the Senate rules to which our attention is called in the briefs: That the secretary of that body shall provide that a certain number of copies of the proceedings shall be printed and placed on the desk of each senator by 9 o'clock each morning. After the seven amendments had been acted on—six adopted and one rejected—the journal shows that the bill was ordered to a third reading and the amendments printed. If the bill, without the amendments, had not been printed at that time, why did not the motion require that such bill should be printed? Clearly, the amendments ordered printed were the ones that had just been adopted on that day and had not been ordered printed before. Five days later the bill was taken up on third reading and Senator Magill's amendment adopted by unanimous consent. Then the journal says, "The bill having been printed, was taken up and read at large a third time." Reading this last sentence by itself, without reference to the rest of the minutes of the journal, everyone would clearly understand it to mean that the bill, with all its amendments, having been printed, was taken up and read at large the third time.

Section 13 of article 4 of our Constitution, which requires the printing of bills and their amendments, also requires every bill shall be read at large on three different days in each House. This court has held that amendments to bills, under our Constitution, need not be read on three several days (*People v. Wallace*, 70 Ill., 680), and this is the rule in certain other jurisdictions: (1 *Lewis' Sutherland on Stat. Const.*, 2d ed., sec. 54, and cases cited.) But other courts, under very similar provisions of the Constitution, require amendments to be read at large on three different days. (*Cohn v. Kingsley*, 38 L. R. A. (Idaho) 74, and cases cited.) This last holding is in accordance with general parliamentary usage. "Amendments proposed at the second reading shall be twice read, and those proposed at the third reading thrice read, as also all amendments from the other House." (*Jefferson's Manual*, Barclay's Dig., 117.) It is obvious, also, from the minutes in the journal as to the reading at large of the bill in the Senate, that the amendments were intended to be read, and were read, as a part of the bill. The same thing is shown by the minutes of the House Journal on the passage of the bill originally through that House. This being so, it necessarily follows that in the sentence from the Senate Journal quoted above, the word "bill" must be understood, so far as the reading at large a third time is concerned, to include the Senate amendments as well as the original bill. If it does so

as to reading at large the third time, surely it also includes within its meaning the printing of amendments under the wording, "the bill having been printed."

Counsel for the appellants say that this cannot be the conclusion, because in the very next paragraph the journal states, "And the question being, 'Shall this bill pass, together with the Senate amendments thereto?'" that the word "bill," as there used, did not include the amendments and naturally the word would not be understood to include the amendments in the former sentence. With this we cannot agree. In construing the journal minutes with reference to this bill, as in construing a statute or a contract, the chief question must be, what is the meaning of the words used? In all such matters the context, in construing the meaning of words in any writing, "may show that the same word used repeatedly in the same act (writing) is not used in the same sense." (2 Lewis' Sutherland on Stat. Const., 2d ed., sec. 399, and cases cited.) Reference to the minutes, both of the House and Senate, as found in this record as to the passage of this bill, will show that the word "bill" is frequently used as including amendments. The minutes as to the last action on this bill in the House before it was sent to the Senate, state that "House Bill No. 47 * * * having been engrossed and all amendments adopted thereto having been printed, was taken up and read at large a third time. And the question being, 'Shall this bill pass?' it was decided in the affirmative," etc. In the first sentence just quoted the word "bill" necessarily includes the amendments as having been engrossed along with the original bill, although in the very next clause it refers to the amendments separately, and in the next clause "bill" necessarily refers to both the original bill and its amendments as having been read at large a third time. In the last sentence, the clause, "Shall this bill pass?" refers not only to the original bill but to the amendments as a part of that bill.

Under ordinary parliamentary practice, in putting a bill upon its final passage in either House the question is stated, "Shall this bill pass?" (Jefferson's Manual, Barclay's Dig., 117, 121; Barclay's Digest, Jefferson's Manual, 23.) By some authorities it is held to be proper to put the final passage of a question or bill, "Shall the motion as amended (or bill as amended) pass?" (Robert's Rules of Order, sec. 65.) The question put in either way, "Shall the bill pass?" or "Shall the bill as amended pass?" means the same thing. It is always intended to put upon its final passage a motion, resolution or bill in its final form as amended. We think, therefore, there is no reasonable basis for an argument that on the final passage of this bill as amended in the Senate the word "bill" cannot be held to include Senate amendments in the first sentence referring to its having been printed and read at large a third time, because on its final passage the question was stated, "Shall this bill pass, together with Senate amendments?" A different meaning for the word "bill" is found in several places in the Senate Journal, as shown in the quotations heretofore given, and also in the House Journal. Section 13 of article 4 of the State Constitution, requiring the printing of bills, reads: "Every bill shall be read at large on three different days, in each House; and the bill and all amendments thereto shall be printed before the vote is taken on its final passage; and every bill, having passed both Houses, shall be signed by the speakers thereof." The word "bill" in the first clause of said constitutional provision means the original bill on first reading without amendments, or the bill on subsequent readings with amendments. In the next clause "bill" means the bill without amendments. In the last clause "bill" means the bill with all amendments as finally passed. This must necessarily be so, and the context must be relied on to show, in each instance, the meaning of the word "bill." When discussing the constitutional provision as to printing bills, the members of the Constitutional Convention used the word "bill" repeatedly with the meaning of "original bill," "original bill as amended," "bill" in any stage of the proceedings during its passage, and also often as meaning the original bill in contradistinction from the amendments. The meaning, in each case, can be readily ascertained from the connection in which the word was used. (1 Debates on the Const. of 1870, pp. 533, 537.) After a bill has been amended the amendment is incorporated as a part of

the text of the bill and is properly understood to be included in the word "bill." (Jefferson's Manual, Barclay's Dig., 127.) After amendments have been adopted they are as much a part of the bill as if they had been included in its original wording. The word "bill" may mean the bill as it is first introduced in one of the Houses of the Legislature, or it may refer to it at any time in any of its stages until finally passed by both Houses, signed by the officers of each House, approved by the Governor and filed by the Secretary of State. (*County of Sedgwick v. Bailey*, 13 Kan., 446; 1 Words and Phrases, 776, and cases cited.) Whether the word "bill" is used in any of these stages to include amendments pending or already adopted must necessarily be shown by the connection in which the word is used. The Senate Journal in stating that the bill was ordered to a third reading, used the word "bill" as meaning the bill and its amendments. After the adoption of the amendment by unanimous consent on the order of third reading, the journal shows that "the bill * * * was taken up and read at large a third time." "Bill" then must mean the amendments as well as the original bill, and in the very same sentence, as a parenthetical phrase, it is stated the bill "having been printed." It seems difficult to make any reasonable argument that the word "bill," here, with reference to the printing, has a different meaning than it does as to the bill being read at large.

Every presumption is indulged in favor of the validity of a statute and every reasonable doubt resolved in its favor. (*People v. Nelson*, 133 Ill., 565; *People v. Hazelwood*, 116 id., 319.) The court, if possible, must give a statute such a construction as will enable it to have effect. Whenever an act of the Legislature can be so construed as to avoid conflict with the Constitution and give it the force of law, such construction will be adopted by the courts. (Cooley's Const. Lim., 7th ed., 255; *Newland v. Marsh*, 19 Ill., 376.) If an ordinance or statute is susceptible of two constructions, that construction should be adopted which will sustain its validity or constitutionality. (*Berry v. City of Chicago*, 192 Ill., 154; *Village of Donovan v. Donovan*, 236 id., 636; *City of Chicago v. Lowenthal*, 242 id., 404.) This same reasoning must apply with equal force to the construction of the minutes of this journal. Conceding that the word "bill" in the sentence of the Senate Journal, "the bill having been printed," etc., is susceptible of two constructions or two meanings, then the one that will sustain the law must, under these authorities, be adopted.

It is insisted, however, by appellants, that it is impossible for the Magill amendment, adopted unanimously, to have been printed, as the bill, with its amendments, was passed the same day, the argument being, that from the journal minutes it must be inferred that it was passed immediately after said amendment was adopted. There is nothing in the minutes shown in this record that would make such a conclusion necessary, or to show that time was not taken after the adoption of said amendment to print it and distribute the printed amendment before the final passage of the bill in the Senate. The parliamentary history of an act or bill in the legislative journals is the only evidence that is recognized by the courts in this State, and the journals cannot be aided or contradicted by other documents or evidence of any kind. (1 Lewis' Sutherland on Stat. Const., 2d ed., sec. 47; *Spangler v. Jacoby*, 14 Ill., 297; *People v. McCullough*, 210 id., 488; *People v. Rose*, 254 id., 332.) Giving this sentence in the Senate Journal, in connection with its context, the natural meaning as to the printing of the bill, it must be held that not only the original bill but the amendments were printed, as well as read at large the third time. Even if it were conceded that the journal record is such that it is necessary to hold that the amendment presented and adopted by unanimous consent on the third reading in the Senate was not printed, that would not render the act in question void but only invalidate said amendment. The amendment and the rest of the act are so essentially different, distinct and independent, each of the other, that by holding the amendment invalid it would not be necessary to decide that all the rest of the act is invalid. (*Noel v. People*, 187 Ill., 587; *People v. Olsen*, 222 id., 117; *Sheldon v. Hoyne*, 261 id., 222; Cooley's Const. Lim., 7th ed., 247; 1 Lewis' Sutherland on Stat. Const., 2d ed., sec. 306.) The position sought by petitioner is not affected in any way by said amendment.

Before leaving the subject of the adoption of the Senate amendments it is necessary to refer again to the adoption of the seventh Senate amendment by that body. The sixth and seventh Senate amendments recommended by the Committee on Civil Service for adoption were to amend, respectively, the title and section 1 of the House bill so as to make them in harmony with the entire bill as amended by the adoption of the previous five proposed Senate amendments. After Senate Amendment 5 (which proposed adding a section to the act), was rejected by the Senate, Senate Amendment 6 was amended before its adoption, so as to show that one less section was added. In attempting to amend Senate Amendment 7 of section 1 to show such change the amendment to the amendment was adopted, but the Senate Journal minutes do not show specifically that after it was amended said seventh amendment was adopted. We think it is clear, however, from the entire record, especially taking into account the journal minutes on the third reading of the bill at the time it was adopted, that the Senate intended to adopt the seventh amendment as amended. There is no constitutional provision with reference to the way amendments, or amendments to amendments, shall be adopted in either House of the Legislature. This court has held that on questions of this kind the rule for the guidance of the courts is to ascertain the intention of the Legislature, and not its mistakes either as to law or fact, the only question being, has the Legislature expressed its purpose intelligibly? If it has, then the act is valid and should be upheld. (*Patton v. People*, 229 Ill., 512, and cases cited; *People v. VanBever*, 248 id., 136; *People v. Morrell*, 234 id., 47.) This rule is in accord with the great weight of authority in other jurisdictions. (1 Lewis' Sutherland on Stat. Const., 2d ed., sec. 233, and cases cited; *Jones v. Commissioner*, 21 Mich., 236.) Furthermore, even if said Senate Amendment 7 was not adopted by that body it would not invalidate the bill, for the title was properly amended even if said section 1 was not amended. To show the intent of the Legislature the title may be considered in connection with the rest of the bill. In *Patton v. People*, *supra*, this court held that if the title of the act purports to re-enact a former statute, the intent of the Legislature to re-enact said statute is established even though the body of the act does not re-enact it. That was going farther than is necessary to go in this case to uphold the validity of this amendment even though it be conceded it was not passed by the Senate.

Appellants argue at length as to the invalidity of this act because it contravenes the various provisions of the Constitution which separate the legislative from the judicial power, claiming that the Civil Service Commission, under this act, exercises judicial functions. It is also contended that the act is an attempt to change by the Legislature the constitutional and statutory duties of appellants and to permit the duties of officers elected for a term of four years to be performed by the Civil Service Board appointed for an indefinite term. Whatever merit there may be in these contentions was considered and discussed at length by this court in passing on the constitutionality of this act in *People v. McCullough*, 254 Ill., 9. Not only the opinion of the court but the concurring and dissenting opinions show conclusively that all of these points were considered and decided in that case. To sustain the contention of the appellants on these points, would require the overruling of the former case. It would serve no useful purpose, therefore, to enter into a discussion of those questions. We deem it sufficient to say that we adhere to the conclusions reached in that case on these questions, and hold that the law is not unconstitutional on those grounds here again urged.

Appellants further urge that the law is unconstitutional because of its provisions that all applicants desiring appointments thereunder shall state their age, health, sex, habits and other qualifications. A similar argument urged against the City Civil Service Law was considered and decided adversely to the contention of appellants in this case in *People v. Kipley*, 171 Ill., 44, and this has always been the holding of the court in every jurisdiction where the constitutionality of a civil service statute has been upheld. The foundation principle of any Civil Service Act is that appointments shall be made according to merit and fitness, to be ascertained by reasonable com-

petitive examinations, with specific limitations as to residence, age, health, habits and moral character. *People v. Kipley*, *supra*; *Ptacek v. People*, 194 Ill., 125.

The further argument is made that the law is unconstitutional, as special legislation because of the exemptions in the act as to certain officers and employees. This court has frequently said that if all laws were held unconstitutional because they did not embrace all persons few would stand the test; that a law is general, not because it embraces all the governed, but that it may from its terms, when many are embraced in its provisions, embrace all others when they occupy like positions to those who are embraced. A law that is made applicable to a certain class or classes of citizens must be based upon some substantial difference between the situation of that class or classes and other individuals or classes to which it does not apply. (*Hawthorn v. People*, 109 Ill., 302; *Ritchie & Co. v. Wayman*, 244 id., 509; *People v. Elerding*, 254 id., 579; *City of Clinton v. Wilson*, 257 id., 580.) There is a substantial difference existing under this law as to the classification of officers and employees complained of. Very similar classifications as to exemption are made in the City Civil Service Law, and while all the objections here raised do not seem to have been passed upon by this court, no one has heretofore questioned the reasonableness of such classification. There is, however, one of these exemptions that is specifically referred to in the briefs, and authorities are cited from other jurisdictions to show that this exemption is unconstitutional. That is with reference to the provision under section 10 that persons who were engaged in military or naval service in the Civil War and have been honorably discharged, having passed the examination, shall be preferred for appointment to civil service positions, provided they are found to possess business capacity necessary for the proper discharge of the duties. It is stated that similar provisions have been held unconstitutional by the highest courts of New York and Massachusetts. In this, we think, counsel are in error. *In re Matter of Keymer*, 148 N. Y., 219, the court was construing a provision of the constitution of that state which specifically referred to appointments and promotions to be made in the civil service of the state. We have no similar provision in our Constitution, and therefore that authority has no bearing on the present question. The case of *Brown v. Russell*, 166 Mass., 14, while construing a constitutional provision different from our own, in its reasoning tends to uphold this provision of our statute rather than to invalidate it, for the opinion states (p. 23): "The original statute of 1884 (chap. 320), concerning the civil service, required that the rules should provide 'for giving preference in appointments to office (other qualifications being equal) to applicants who served in the army or navy of the United States in time of war and have been honorably discharged therefrom.' * * * It may be said that, other qualifications being equal, there are reasons to believe that a veteran soldier or sailor often will make a better civil officer than a person who never has been subjected to the discipline of service in war, and it is distinctly a public purpose to promote patriotism and to make conspicuous and honorable any exhibition of courage, constancy and devotion to the welfare of the State shown in the public service. These things, we assume, the Legislature may take into account in providing for appointments to office where the qualifications are not prescribed by the Constitution." We are in full accord with this reasoning. (To the same effect see *Shaw v. Marshalltown*, 131 Iowa, 128; 1 Dillon on Mun. Corp., 5th ed., sec. 408, and cases cited.) As there are no qualifications prescribed by our Constitution on this question conflicting with the provisions of the State Civil Service Law with reference to the honorably discharged soldiers and sailors, the law in this regard must be held constitutional.

The further contention is made, that even if the law is held constitutional the relator is not within its provisions because a stenographer must be held to be a clerk under Section II, and because, it is contended, by that section all clerks in the offices of certain State officials, including the Auditor and Treasurer, are exempt. We do not think Section II of the act can be so construed. That section mentions, specifically, stenographers in a separate

sentence from clerks and only exempts one stenographer in each office. Manifestly, the Legislature did not intend to exempt all stenographers. In 2 Bouvier's Law Dict. (Rawle's ed.), 1037, a stenographer is defined as "one who writes in shorthand by using abbreviations or characters for words. He does not come within the common law definition of the word 'clerk.'"

The further suggestion is made that the act is unconstitutional for the reason that the title embraces more than one subject and that subject is not embraced in the title. Under the reasoning of this court in *People v. McBride*, 234 Ill., 146; *People v. Joyce*, 246 id., 124; *Beauchamp v. Sturges & Burn Manf. Co.*, 250 id., 303; *People v. City of Chicago*, 256 id., 558, and other decisions cited in those cases, the act in this regard must be held in compliance with the Constitution.

The further point is made that the court cannot *mandamus* the State Treasurer to do something on the contingency and assumption that the State Auditor will first perform another duty. This question is passed on adversely to appellants' contention in *People v. Kipley*, *supra*.

The judgment of the Circuit Court will be affirmed.

Judgment affirmed.

Craig, J., and Cooke, C. J., dissenting.

